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ABSTRACT

Intended as a tool for cosmetology teachers in Virginia public and private schools, the document is an instructional guide which offers 12 units of study, arranged in a three year course. Materials covered help prepare students for licensure in the State of Virginia and the guide is designed to cover the 1,500 hours required to be spent in the cosmetology laboratory, learning manipulative skills of the profession. Materials are arranged alphabetically by unit, and in outline form, leaving teaching sequence and style up to the instructor. Cosmetology 1, 2, and 3 are taught in high school grades 10. 11, and 12 respectively, for three consecutive class periods per day. A summary course outline lists 12 areas of instruction, their individual percentage of total course time, and total suggested hours for each in the three individual years of study. Units cover: care of the hands and feet; care of the hair, skin and scalp; haircoloring; hair pieces; hair straightening; hair styling; image development; permanent waving; professional makeup; salon management; and, shampooing and colorless rinsing. Each unit includes a discussion of general concepts and objectives, teacher presentation, student activities, and teaching aids. (LH)

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Instructional Guide For Cosmetology

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Trade and Industrial Education Service
Division of Vocational Education
State Department of Education
Richmond, Virginia 23216
in cooperation with
The Department of Education
Virginia Polytechnic Institute and State University
Blacksburg, Virginia 24061
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PREFACE

Revision of the Instructional Guide for Cosmetology in Virginia's Schools has been long overdue. Recent developments in the field of cosmetology including modern hair shaping and styling, use of hair pieces, hair straightening and the trend to include professional makeup have emphasized the need for a revised and up-dated curriculum.

Our thanks go to the cosmetology teachers who worked on the revisions of this guide and to Dr. Lester Duenk and Dr. Wiley Lewis of Virginia Polytechnic Institute and State University who coordinated their work.

The primary purpose of any course in the field of Trade and Industrial Education should be that of preparing those enrolled for employment in the trade for which the institution is offered. A good teacher and a currently up-dated curriculum guide are two very necessary ingredients to insure success in such an instructional program.

Effective November 1, 1972, the State Board of Registered Professional Hairdressers passed a new requirement that to be eligible for examination one must be a person "who shall have graduated from a school of cosmetology or beauty culture approved by the Board on the basis of 2,000 hours of training, 1,500 of which shall be in the cosmetology laboratory involving training in the manipulative skills of the profession, with an additional 500 hours in related subjects, such as anatomy, physiology, math or science, or in more advanced manipulative skills." This instructional guide is designed to cover the 1,500 hours required in the laboratory in manipulative skills.

It is expected that Virginia cosmetology instructors will use this guide in preparing their students for the State Board Examination.

George W. Swartz
State Supervisor of
Trade and Industrial Education

ACKNOWLEDGMENTS

The original draft of this instructional guide was prepared by cosmetology teachers enrolled in a class, VIEd. 498--Special Study: Curriculum Development for Cosmetology Teachers. This class was conducted in 1970 on the campus of the Virginia Polytechnic Institute and State University at Blacksburg, Virginia, by Mrs. Mary E. Morris, Board of Cooperative Education Services, Nassau County, Freeport, New York, and Miss Marjorie R. Tussing who is presently employed as a cosmetology teacher at Highland Springs High School, Highland Springs, Virginia. This draft was later revised through the efforts of cosmetology teachers who used the guide for one year and then met at Roanoke during the 1971 State Trade and Industrial Education Conference.

Miss Nettie T. Yowell, Assistant Supervisor, Trade and Industrial Education, Virginia State Department of Education, made major contributions to the preparation of this document by providing materials, arranging meetings, and reviewing various sections of the outline.

Lester G. Duenk
Head, Vocational Industrial Education

Wiley B. Lewis
Curriculum Materials Development

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INTRODUCTION

Cosmetology refers to the scientific study and practice of beauty culture. In the public schools it is a three-year program which provides 540 hours of preparation per year and in the private schools it is a continuous program of study that ensures compliance with the licensing requirements of the Virginia State Board of Registered Professional Hairdressers. After completing a course consisting of at least 1500 hours of instruction, students are eligible to take the State Board Examination. Upon passing the examination, a student will be licensed as an operator by the State of Virginia and will be qualified for immediate employment.

As part of the instructional program, the student studies about and participates in activities related to manicuring and pedicuring, shampooing and rinsing, scalp and hair treatment, hair styling and hair pieces, hair shaping, permanent waving and straightening, hair coloring and bleaching, skin care and makeup, and salon management.

PHILOSOPHY

A cosmetology course should provide opportunities for the individual to develop the skills necessary for entering into employment at one of the recognized levels of competency; to adjust to the working environment; to conduct the life-long learning process while pursuing a career; and to develop a sense of personal integrity and responsibility.

OBJECTIVES

General

To provide instruction of a preparatory type in the development of basic manipulative skills, safety, judgment, technical knowledge, and related information for the purpose of preparing a person for useful employment as a cosmetologist or in a related occupation.

Specific

a. To develop proficiency in the manipulative skills of cosmetology.

b. To develop habits of doing things properly in the interest of safety and happiness of one's self and others.

c. To develop professional ethics worthy of public confidence, acceptance, and respect.

d. To acquire the knowledge and develop an understanding and appreciation of the application of cosmetology.

e. To foster an appreciation of the contribution of science to progress in cosmetology.

f. To develop the practices associated with good grooming, personal hygiene, and personality.

g. To select wisely, care for, and use properly commercial products that are related to the application of beauty services.

h. To develop habits of good workmanship and the orderly performance of various tasks in a beauty salon.

i. To acquire information related to advanced training in general education as well as cosmetology.

j. To develop the attributes of good citizenship.

USE OF THE INSTRUCTIONAL GUIDE

This instructional guide is intended to be a useful tool to cosmetology teachers in Virginia's public schools. Included herein are all of the instructional units believed necessary to cover the phases of cosmetology required to prepare candidates for licensure in the State of Virginia, in addition to some enrichment areas. The guide has been compiled in a flexible style, hoping to encourage each instructor to individualize his presentation of each unit as may best serve his specific purpose.

The material in this guide has been arranged in alphabetical order by units rather than in any teaching sequence thereby leaving its order of use to the teacher's discretion. The outline form used throughout this guide will serve as a reminder of instructional areas to be covered without curtailing the individual teacher's manner or style of presentation.

As was noted earlier, cosmetology is a three-year course, consisting of Cosmetology I, II, and III, which are taught in high school grades 10, 11, and 12, respectively, for three consecutive class periods per day. The amount of instructional time suggested in the "Summary Course Outline" on the following page includes both theory and practical experience. A minimum number of hours are suggested in an attempt to assure that each student receives instruction related to each phase of cosmetology, thereby allowing for advancement in their chosen field. In each unit, some hours may be made available beyond the suggested minimum. Such hours may be used at the discretion of the teacher. It is suggested that private school teachers might use the guide in the same manner as public school teachers by presenting the material in three similar units of time.

SUMMARY COURSE OUTLINE

Units of Instruction		Percentage of Total Course Time*	Total Suggested Hours	Suggested Hours		
				Cosmetology I	Cosmetology II	Cosmetology III
I.	Care of the Hands and Feet	7	105	55	30	20
II.	Care of the Hair, Skin and Scalp	8	120	60	40	20
III.	Haircoloring	14	210	30	80	100
IV.	Hair Pieces	2	30	5	15	10
V.	Hair Shaping	6	90	40	20	30
VI.	Hair Straightening	6	90	30	40	20
VII.	Hair Styling	20	300	75	100	125
VIII.	Image Development	12	180	90	60	30
IX.	Permanent Waving	10	150	25	50	75
X.	Professional Makeup	4	60	15	25	20
XI.	Salon Management	5	75	15	25	35
XII.	Shampooing and Colorless Rinsing	6	90	60	15	15
	TOTAL	100	1500	500	500	500

*Total course time is considered to be 1500 hours as required for licensure instead of the actual 1620 hours provided in the public school. Because of this, teachers can follow the suggested time allocations and yet have ample time for providing additional instruction in selected areas.

OUTLINES FOR UNITS OF INSTRUCTION

CARE OF THE HANDS AND FEET

General Concept

In historic times, manicuring and pedicaring were services reserved for the very elite. Today, these services are considered a must for the well groomed woman and man.

An operator must have the ability to give a good manicure in an efficient and systematic way. A neat, well groomed operator helps to instill the patron's confidence. The operator's own hands and nails should reflect her ability and skill in manicuring. A patron who is pleased and satisfied with the work of the manicurist often becomes a regular patron for other services, including pedicaring, which is the care of the feet and toe nails and foot massaging.

This unit deals with those services necessary for improving the appearance of the hands and nails, including basic manicuring, reconditioning manicuring, massaging of the hands and nails, nail repairing, application of artificial nails and pedicaring.

Objectives

To gain the knowledge and develop the manipulative skills required for giving a manicure.

To develop habits of doing things properly in the interest of safety and satisfaction of the operator and the patron.

To gain proper attitudes toward the occupation and operator-patron relationship.

To learn to select wisely, care for, and use commercial products that are related to manicuring and pedicaring services.

To develop the ability to organize and plan work.

To gain the knowledge and develop an appreciation of the artistic ability involved in giving a manicure.

To appreciate the value of and acquire skill in massaging the hands and arms.

To acquire knowledge and skill in giving an efficient and complete pedicare.

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Preparation of the Manicuring Table	Learning to plan and organize implements and materials for manicuring.	Sanitary rules Sterilization Sanitizing manicuring table and placing implements and materials correctly The importance of a neatly arranged table	Arrange manicuring t and evaluate each ot work Identify missing imp ments on illustrated table chart Identify implements, materials, and equip ment used in manicur Bring to school diag of the manicuring ta with implements plac in proper position

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
arning to plan and ganize implements d materials for nicuring.	Sanitary rules Sterilization Sanitizing manicuring table and placing implements and materials correctly The importance of a neatly arranged table	Arrange manicuring table and evaluate each other's work Identify missing implements on illustrated table chart Identify implements, materials, and equipment used in manicuring Bring to school diagram of the manicuring table with implements placed in proper position	Transparencies: "Manicures" (3M Company)

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Seating the Patron	First impressions are lasting ones.	A great potential for attracting new patrons Greeting the patron Positioning Removal of jewelry Operator's position Always make sure patron is comfortable Liability of the operator	Practice seating and greeting patron List ways you could your patron feel mor comfortable and plea during her manicure appointmen

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
rst impressions are ting ones.	A great potential for attracting new patrons Greeting the patron Positioning Removal of jewelry Operator's position Always make sure patron is comfortable Liability of the operator	Practice seating and greeting patron List ways you could make your patron feel more comfortable and pleased during her manicure appointment	

CARE OF THE HANDS AND FEET

UNIT

Manicuring

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Shaping the Nails	Shapes of the hands and nails reveal personality.	Shapes of the hands and nails Correct filing procedure of different nail shapes Determining the correct shaping for each patron Similarity of nails for one patron Safety precautions Use of implements	Diagram the hand and show the four shapes o nails telling which ty of person would use ea Practice nail shaping Identify the nail sha that specific individuals should use

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
pes of the hands nails reveal sonality.	Shapes of the hands and nails	Diagram the hand and show the four shapes of nails telling which type of person would use each	Transparencies: "Manicures" (3M Company)
	Correct filing procedure of different nail shapes		
	Determining the correct shaping for each patron	Practice nail shaping .	
	Similarity of nails for one patron	Identify the nail shape that specific individuals should use	
	Safety precautions		
	Use of implements		

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Application of Polish	Color to enhance the beauty of the hands and nails.	Correct application of polish	Mix shades for desired color
		Proper strokes in applying polish	Apply polish
		Application of polish to form half-moons on nails	View and check othe students' work
		Hairline tip	Perform a self-eval tion of the finishe product
		Drying nails	Bring patron to sch for manicure
		Aerosol spray	
		Machine drying	
		Natural drying	
		Precautions in applying polish	
		Skin tones	

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
lor to enhance the auty of the hands d nails.	Correct application of polish Proper strokes in applying polish Application of polish to form half-moons on nails Hairline tip Drying nails Aerosol spray Machine drying Natural drying Precautions in applying polish Skin tones	Mix shades for desired color Apply polish View and check other students' work Perform a self-evaluation of the finished product Bring patron to school for manicure	

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Application of Polish (Continued)		Costumes Sales approach Record formula	

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Costumes Sales approach Record formula		

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Basic Manicuring	Efficiency and proficiency in manicuring pays off and can become a good repeat business.	Procedures for a basic manicure Proper use of implements Different parts of the nail and those portions affected in manicuring Safety precautions to be observed	Practice manicuring Review safety precautions and table preparation

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
iciency and pro- iency in manicuring s off and can become ood repeat business.	Procedures for a basic manicure Proper use of implements Different parts of the nail and those portions affected in manicuring Safety precautions to be observed	Practice manicuring Review safety precautions and table preparation	Standard Textbook of Cosmetology (Kibbe)

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Nail Disorders	To treat or not to treat; that is the question.	Identifying the nail irregularities and explaining the cause and treatment for each Common symptoms of nail irregularities and why they must be treated by a physician Special problems Accidental cuts in manicuring Infected finger Vocabulary	Review questions and answers on nail diso Observe own nails fo irregularities Study vocabulary of words on nail irregu larities and correct pronunciation Participate in a gam contest Write paragraph on a two of the nail irre larities and bring t class for discussion

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
treat or not to eat; that is the estion,	Identifying the nail irregularities and explaining the cause and treatment for each Common symptoms of nail irregularities and why they must be treated by a physician Special problems Accidental cuts in manicuring Infected finger Vocabulary	Review questions and answers on nail disorders Observe own nails for irregularities Study vocabulary of words on nail irregularities and correct pronunciation Participate in a game contest Write paragraph on any two of the nail irregularities and bring to class for discussion	Standard Textbook for Cosmetology (Kibbe)

CARE OF THE HANDS AND FEET
UNIT

Special Problems
DIVISION

Title	**Concept**	**Teacher Presentation**	**Student Activit**
Nail Repair	Gain patron's respect through knowledge of procedures for correcting nail problems.	Preparing materials and special problems that should be corrected by the manicurist to please the patron Capping, repairing and re-attaching broken nails Safety precautions and rules Preparation of materials Advantages of offering services Price	Repair nails Bring to class a rep on "Why Nail Repair Important to the Cosmetologist"

CARE OF THE HANDS AND FEET
UNIT

Special Problems
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
in patron's respect rough knowledge of ocedures for correc- ng nail problems.	Preparing materials and special problems that should be corrected by the manicurist to please the patron Capping, repairing and re-attaching broken nails Safety precautions and rules Preparation of materials Advantages of offering services Price	Repair nails Bring to class a report on "Why Nail Repair Is Important to the Cosmetologist"	Mending tissue Mending liquid Polish remover Orangewood stick Base coat Polish Standard Textbook of Cosmetology (Kibbe)

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Artificial Nails	Artificial nails are added to improve the appearance of the hands and nails.	Need for artificial nails Various types Leading manufacturers Preparation of materials and cosmetics Method of application Follow manufacturer's instructions Liquid and powder types Plastic types Cost of service Cost of retouch Preparing and building the liquid nail	Discuss the differen manufacturers' produ Prepare materials an build a liquid nail Prepare and secure plastic nail Examine trade journa and ladies' magazin for information concerning artifici nails

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
tificial nails are ded to improve the pearance of the nds and nails.	Need for artificial nails Various types Leading manufacturers Preparation of materials and cosmetics Method of application Follow manufacturer's instructions Liquid and powder types Plastic types Cost of service Cost of retouch Preparing and building the liquid nail	Discuss the different manufacturers' products Prepare materials and build a liquid nail Prepare and secure a plastic nail Examine trade journals and ladies' magazines for information concerning artificial nails	Artificial nails Instructions

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Artificial Nails (Continued)		Preparing and securing a plastic nail Retouch	

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Preparing and securing a plastic nail Retouch		

CARE OF THE HANDS AND FEET
UNIT

Hand and Arm Massage
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Hand and Arm Massage	The skin you love to touch can be improved through hand and arm massage .	Principal bones, muscles, blood vessels and nerves in the hand and arm How the functions of these structures are influenced by massage Massage movements Electrical equipment Safety precautions Preparation of cosmetics Service charge Suggestive sale approach	Observe and practice hand and arm massage Bring to class a rep on "Benefits of Hand and Arm Massage To t Patron and To the Sa

CARE OF THE HANDS AND FEET
UNIT

Hand and Arm Massage
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
e skin you love to uch can be improved rough hand and arm ssage .	Principal bones, muscles, blood vessels and nerves in the hand and arm How the functions of these structures are influenced by massage Massage movements Electrical equipment Safety precautions Preparation of cosmetics Service charge Suggestive sale approach	Observe and practice hand and arm massage Bring to class a report on "Benefits of Hand and Arm Massage To the Patron and To the Salon"	Chart: Anatomy of the Hand and Arm (Milady) Trade and health magazines Therapeutic Lamp and Vibrator

CARE OF THE HANDS AND FEET

UNIT

Cream Manicure

DIVISION

Title	Concept	Teacher Presentation	Student Activit
Cream Manicure	Improve the appearance of hands and nails that are dry and brittle .	Heating appliance for cream	Examine hands and determine if cream manicure is needed
		Safety precautions	
		Difference between a cream manicure and a basic manicure	
		Cleaning nail with polish remover before application of polish	Prepare cream manicu heater with proper cosmetics and materi
		Nail irregularities	Review safety precautions
		Time consumption	
		Safety precautions	
		Equipment	
		Cosmetics	
		Importance of proper temperature of heater	

CARE OF THE HANDS AND FEET
UNIT

Cream Manicure
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
rove the appearance hands and nails t are dry and ttle .	Heating appliance for cream	Examine hands and determine if cream manicure is needed	
	Safety precautions		Cream manicure heater and cup
	Difference between a cream manicure and a basic manicure		*Standard Text of Cosmetology* (Kibbe)
	Cleaning nail with polish remover before application of polish	Prepare cream manicure heater with proper cosmetics and materials	
	Nail irregularities	Review safety precautions	
	Time consumption		
	Safety precautions		
	Equipment		
	Cosmetics		
	Importance of proper temperature of heater		

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Electric Manicuring	Luxury in manicuring is a profitable service when using the electric machine.	Introduction of the electric manicuring machine Advantages Saves time Smooth finish Disadvantage--some patrons object to machines Preparation of table Use of each mechanical attachment and safety precautions for each Emery wheel Cuticle brush	Review manicure procedures Use the electric manicuring machine Role-playing: stude skit on electric manicuring

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ury in manicuring a profitable vice when using electric machine.	Introduction of the electric manicuring machine Advantages Saves time Smooth finish Disadvantage--some patrons object to machines Preparation of table Use of each mechanical attachment and safety precautions for each Emery wheel Cuticle brush	Review manicure procedures Use the electric manicuring machine Role-playing: student skit on electric manicuring	Electric manicure machine *Standard Text of Cosmetology* (Kibbe) Manufacturer's instructions for manicure machine

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Electric Manicuring (Continued)		Chamois buffer Psychological effects Patron's reaction Operator's reaction Sales approach Representative from supply house explain and demonstrate electric manicuring machine Follow manufacturer's instructions	

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Chamois buffer Psychological effects Patron's reaction Operator's reaction Sales approach Representative from supply house explain and demonstrate electric manicuring machine Follow manufacturer's instructions		

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Title	Concept	Teacher Presentation	Student Activ
Booth Manicure	Booth manicure is a specialized service in the beauty salon.	This type of manicure is recommended for hospitals, barber shops, and enclosed booths	Visit a trade show demonstrations of manicure
		Proper placement of cosmetic tray on chair arm	Prepare cosmetic t containing supplie attach to side of arm
		Advantages and disadvantages	List advantages a disadvantages of booth manicure
		Operator's position	
		Sanitary rules	
		Safety rules	

CARE OF THE HANDS AND FEET
UNIT

Manicuring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Booth manicure is a specialized service in the beauty salon.	This type of manicure is recommended for hospitals, barber shops, and enclosed booths Proper placement of cosmetic tray on chair arm Advantages and disadvantages Operator's position Sanitary rules Safety rules	Visit a trade show for demonstrations of booth manicure Prepare cosmetic tray containing supplies and attach to side of chair arm List advantages and disadvantages of booth manicure	Tray Chair

CARE OF THE HANDS AND FEET

UNIT

Manicuring

DIVISION

Title	**Concept**	**Teacher Presentation**	**Student Activit**
Giving a Man a Manicure	The well-dressed impeccable man receives a manicure.	Preparation for basic manicure Using the buffer and changing the chamois Use of implements Safety precautions Profitable service	Observe and practice using the buffer correctly Distinguish the difference between giving a basic manicure to a man or woman Discuss "pros and co of men getting manicures Bring a male patron for a manicure

CARE OF THE HANDS AND FEET

UNIT

Manicuring

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
well-dressed eccable man eives a manicure.	Preparation for basic manicure Using the buffer and changing the chamois Use of implements Safety precautions Profitable service	Observe and practice using the buffer correctly Distinguish the difference between giving a basic manicure to a man or woman Discuss "pros and cons" of men getting manicures Bring a male patron for a manicure	Buffer Chamois Pumice powder Clear polish Male patron

CARE OF THE HANDS AND FEET
UNIT

Pedicuring
DIVISION

Title	**Concept**	**Teacher Presentation**	**Student Activit**
Pedicuring	Proper pedicuring enhances the beauty of the feet	Pedicuring procedure Objects used in pedicuring Tools Correct method of handling implements Preparation of the foot Lifting with orangewood stick Trimming only the free edge Illustration of abused nails and unsightly feet. Anatomy of the foot	Practice correct met of handling implemen Give pedicure Compare various meth in manicuring and pe curing

CARE OF THE HANDS AND FEET
UNIT

Pedicuring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
per pedicuring en- ces the beauty of feet	Pedicuring procedure Objects used in pedicuring Tools Correct method of handling implements Preparation of the foot Lifting with orangewood stick Trimming only the free edge Illustration of abused nails and unsightly feet. Anatomy of the foot	Practice correct method of handling implements Give pedicure Compare various methods in manicuring and pedicuring	

CARE OF THE HANDS AND FEET
UNIT

Pedicare
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Foot Massage	Improve the appearance and feel of the feet.	Chiropodist to speak to class Manipulations Creams and lotions Increase circulation	Practice manipulatio on each other Place cosmetics in order of use

CARE OF THE HANDS AND FEET
UNIT

Pedicare
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
rove the appearance feel of the feet.	Chiropodist to speak to class Manipulations Creams and lotions Increase circulation	Practice manipulations on each other Place cosmetics in order of use	Guest speaker Foot cream Lotion

CARE OF THE HAIR, SKIN AND SCALP

General Concept

The maintenance of healthy hair, scalp, and skin is a must for the well-groomed patron. The professional cosmetologist must be able to recognize any abnormality of the skin, scalp, or hair and be able to suggest corrective treatments. She should also be aware that treatment is often limited in a salon and the patron may need to be referred to a doctor.

Students must be made aware of the importance of a scalp and facial massage. The success of massage lies in the absolute relaxation of both patron and operator and requires, on the part of the operator, a knowledge of the nervous, circulatory, excretory and muscular systems.

This unit is concerned with the materials used in facial treatment and massage, the recognition of hair, scalp, and skin disorders, the scalp massage, and the various types of hair, scalp, and skin treatments.

Objectives

To acquire the awareness of recognizing normal and abnormal conditions of the scalp and hair.

To gain knowledge useful in determining and recommending the necessary treatments for the hair and scalp.

To acquire manipulative skills necessary for effective scalp massage.

To gain an understanding of material concerning the scientific study of the skin as a basis for effective understanding of skin care.

To develop manipulative skills necessary to give an effective facial massage.

To understand the effects and importance of light therapy.

To gain a knowledge of the nervous, circulatory, excretory and muscular systems.

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Plain Facial	Facials lead the way to good skin care.	Benefits of facial treatments Skin analysis	Make an analysis of own skin type and determine type of cr to be used in massag
		Facial manipulations Effleurage	Practice facial manipulations
		Petrissage Friction	List nerves of head and face that are o importance when giv facial massage
		Percussion Vibration	Determine types of cream to be used on model
		Muscular system Nervous system	Give facial
		Skeletal system Circulatory system	

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
cials lead the way good skin care.	Benefits of facial treatments Skin analysis Facial manipulations Effleurage Petrissage Friction Percussion Vibration Muscular system Nervous system Skeletal system Circulatory system	Make an analysis of own skin type and determine type of cream to be used in massage Practice facial manipulations List nerves of head and face that are of importance when giving facial massage Determine types of cream to be used on model Give facial	Overhead projector Transparencies: "Facials" (3-M Company) Model *Standard Textbook of Cosmetology* (Kibbe) Towels Spatula Cleansing cream Facial steamer Emollient cream Astringent lotion Makeup

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Plain Facial (Continued)	Maintain the health of the facial skin with a restful treatment.	Steps in facial procedure Facial procedures Prepare patron Analyze skin Apply cleansing cream Remove cleansing cream Steam face Apply emollient cream Review manipulations Remove emollient cream Apply astringent Proceed with makeup	

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
intain the health the facial skin th a restful eatment.	Steps in facial procedure Facial procedures Prepare patron Analyze skin Apply cleansing cream Remove cleansing cream Steam face Apply emollient cream Review manipulations Remove emollient cream Apply astringent Proceed with makeup		

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Plain Facial (Continued)		Caution: Massage should not be used when certain conditions exist, such as a heart condition, high blood pressure, swollen joints, or glandular swellings	

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Caution: Massage should not be used when certain conditions exist, such as a heart condition, high blood pressure, swollen joints, or glandular swellings		

CARE OF THE HAIR, SKIN, AND SCALP
UNIT

Skin Treatment
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Facials for Dry Skin	Dry skin is a problem that can be corrected with proper skin care.	How the skin is nourished Glands of the skin Functions of the skin Reviewing preparations for plain facial Procedures for dry skin Apply cleansing cream Remove with warm moist towel Sponge face with cleansing lotion for dry skin Apply emollient cream Apply muscle or massage oil	Analyze and select student having dry skin in classroom List all materials and cosmetics used in dry skin facial and keep for later u

CARE OF THE HAIR, SKIN, AND SCALP
UNIT

Skin Treatment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
y skin is a problem at can be corrected th proper skin care.	How the skin is nourished Glands of the skin Functions of the skin Reviewing preparations for plain facial Procedures for dry skin Apply cleansing cream Remove with warm moist towel Sponge face with cleansing lotion for dry skin Apply emollient cream Apply muscle or massage oil	Analyze and select student having dry skin in classroom List all materials and cosmetics used in dry skin facial and keep for later use	Standard Textbook of Cosmetology (Kibbe) Model Towels Spatula Cleansing cream Cleansing lotion for dry skin Emollient cream Muscle oil Cotton pads Witch hazel Infrared lamp Skin lotion for dry skin

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Facials for Dry Skin (Continued)		Cover patron's eyes with cotton pads moistened with witch hazel Expose face and neck to infrared lamp for five minutes Review manipulations Remove cream with moist towel Apply skin lotion for dry skin Make up Caution: Protect eyes when using infrared lamp	

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Cover patron's eyes with cotton pads moistened with witch hazel Expose face and neck to infrared lamp for five minutes Review manipulations Remove cream with moist towel Apply skin lotion for dry skin Make up Caution: Protect eyes when using infrared lamp		

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CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Facial for Oily Skin and Comedones	The proper diet and care of the skin can help clear up the complexion.	Causes of comedones How diet can play an important part in complexion Comedone extractor and its use How the skin is nourished Glands of the skin Functions of the skin Preparations for plain facial Applying cleansing cream Applying three hot towels, one at a time, and removing cream with last towel	Examine comedone extractor Give demonstration on student model List all materials and cosmetics used in oily skin facial and keep for later use

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
e proper diet and re of the skin can lp clear up the mplexion.	Causes of comedones How diet can play an important part in complexion Comedone extractor and its use How the skin is nourished Glands of the skin Functions of the skin Preparations for plain facial Applying cleansing cream Applying three hot towels, one at a time, and removing cream with last towel	Examine comedone extractor Give demonstration on student model List all materials and cosmetics used in oily skin facial and keep for later use	Comedone extractor Standard Textbook of Cosmetology (Kibbe) Model Cleansing cream Towels Emollient cream Makeup The Van Dean Manual (Milady)

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Facial for Oily Skin and Comedones (Continued)		Remove blackheads one at a time with comedone extractor Plain facial and makeup	

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Remove blackheads one at a time with comedone extractor Plain facial and makeup		

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Treatment for Acne	Only the simple forms of acne should be treated by a cosmetologist.	Sebaceous glands Ways diet and age affect acne Acne treatment Prepare for plain facial Cleanse face with medicated soap Apply acne cream Apply high frequency current with direct application over affected parts for five minutes Remove acne cream with warm moist towel	Prepare proper diet Practice handling o facial glass electr

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ly the simple forms acne should be eated by a cosme- logist.	Sebaceous glands	Prepare proper diet	
	Ways diet and age affect acne	Practice handling of facial glass electrode	Model
	Acne treatment		Towels
	Prepare for plain facial		Medicated soap
			Acne cream
	Cleanse face with medicated soap		Facial glass electrode
	Apply acne cream		Cotton
	Apply high frequency current with direct application over affected parts for five minutes		Acne lotion
			Astringent lotion
			Antiseptic lotion
	Remove acne cream with warm moist towel		Standard Textbook of Cosmetology (Kibbe)

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Treatment for Acne (Continued)		Apply cotton mask of acne lotion, retain ten minutes Remove mask and blot with cool wet towel Apply astringent in blotting movement Apply antiseptic lotion to each pimple Clean up Caution: Avoid use of regular facial makeup Do not manipulate when acne is present Circulatory system Disorders of the skin	

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Apply cotton mask of acne lotion, retain ten minutes Remove mask and blot with cool wet towel Apply astringent in blotting movement Apply antiseptic lotion to each pimple Clean up Caution: Avoid use of regular facial makeup Do not manipulate when acne is present Circulatory system Disorders of the skin		

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Facial Masks and Packs	A popular service to cleanse, soften, smooth, stimulate, and refresh the facial skin.	Packs Bleach pack Milk pack Egg pack Clay pack Commercial packs and their effects on the skin Recommended for normal or oily type skin Skin analysis using skin chart Procedures for plain facial Apply chosen pack	Select proper pack proceed with pack facial using the partner system and skin chart Make list of oils t can be used in oil facials and discuss Mix formula for oil mask and give oil m facial using the pa ner system

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
popular service to eanse, soften, ooth, stimulate, d refresh the facial in.	Packs Bleach pack Milk pack Egg pack Clay pack Commercial packs and their effects on the skin Recommended for normal or oily type skin Skin analysis using skin chart Procedures for plain facial Apply chosen pack	Select proper pack and proceed with pack facial using the partner system and skin chart Make list of oils that can be used in oil facials and discuss Mix formula for oil mask and give oil mask facial using the partner system	Towels Pack Cotton Witch hazel Astringent Makeup Standard Textbook of Cosmetology (Kibbe) Oil formula Gauze Eye pads Dermal lamp Emollient cream

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Facial Masks and Packs (Continued)		Keep away from nose and eyes Place cotton pads moistened with witch hazel over model's eyes Leave on until dry Remove with warm steam towel Apply astringent, and complete makeup Masks are usually recommended for dry skin Oil masks are recommended for dry skin inclined to wrinkle Oils that can be used for oil mask	

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Keep away from nose and eyes Place cotton pads moistened with witch hazel over model's eyes Leave on until dry Remove with warm steam towel Apply astringent, and complete makeup Masks are usually recommended for dry skin Oil masks are recommended for dry skin inclined to wrinkle Oils that can be used for oil mask		

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Facial Masks and Packs (Continued)		Prepare formula for oil mask	
		Procedures for hot oil mask	
		Review plain facial	
		Moisten gauze with warm oil and place on face	
		Cover eyes with eye pads	
		Place dermal lamp 24 inches from patron's face for 5-10 minutes	
		Remove gauze	
		Apply emollient cream	
		Review manipulations	
		Apply warm steam towel	

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Prepare formula for oil mask Procedures for hot oil mask Review plain facial Moisten gauze with warm oil and place on face Cover eyes with eye pads Place dermal lamp 24 inches from patron's face for 5-10 minutes Remove gauze Apply emollient cream Review manipulations Apply warm steam towel		

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Facial Masks and Packs		Apply astringent Make up	

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Skin Treatment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Apply astringent Make up		

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Hair and Scalp Treatments
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Dandruff Treatment	Dandruff is often the result of poor hair and scalp care.	Causes of dandruff Treatment of dandruff Shampoo Apply antiseptic lotion Use scalp steamer Apply ultraviolet rays Manipulations with vibrator Apply dandruff ointment Use infrared lamp for five minutes Style hair Sterilizing everything used in dandruff treatment	Make list of five different treatment sold commercially

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Hair and Scalp Treatments
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ndruff is often e result of poor ir and scalp care.	Causes of dandruff	Make list of five different treatments sold commercially	Model
	Treatment of dandruff		Shampoo
	Shampoo		Towels
	Apply antiseptic lotion		Antiseptic lotion
	Use scalp steamer		Scalp steamer
	Apply ultraviolet rays		Ultraviolet ray source
	Manipulations with vibrator		Hand vibrator
	Apply dandruff ointment		Dandruff ointment
	Use infrared lamp for five minutes		Infrared lamp
	Style hair		Goggles
	Sterilizing everything used in dandruff treatment		The Van Dean Manual (Milady)

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Hair and Scalp Treatment
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Dandruff Treatment (Continued)		Protecting eyes with goggles when applying ultraviolet rays	

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Hair and Scalp Treatment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Protecting eyes with goggles when applying ultraviolet rays		

CARE OF THE HAIR, SKIN AND SCALP
UNIT

HAIR AND SCALP TREATMENT
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Dry Hair and Scalp Treatment	Chronic deficiencies must be corrected as part of good scalp and hair care.	Causes of dryness When oil treatments are to be recommended Types of oil that can be used for oil treatments Treatment Hair brushing Heating and applying oil Give scalp manipulations Shampoo and style hair Cream treatment with heating cap or scalp steamer Hair and scalp disorders	Give dry hair and scalp treatment

CARE OF THE HAIR, SKIN AND SCALP
UNIT

HAIR AND SCALP TREATMENT
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ronic deficiencies st be corrected as rt of good scalp d hair care.	Causes of dryness When oil treatments are to be recommended Types of oil that can be used for oil treatments Treatment Hair brushing Heating and applying oil Give scalp manipulations Shampoo and style hair Cream treatment with heating cap or scalp steamer Hair and scalp disorders	Give dry hair and scalp treatment	Model Brush Oil Oil heater Shampoo Towels Cream treatment Scalp steamer Heating cap Standard Textbook of Cosmetology (Kibbe)

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Scalp Treatment
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Oily Scalp Treatment	To preserve the health of the hair and scalp and to overcome disorders of the scalp.	Causes of oily scalp Oily scalp treatments Procedures for oily scalp treatment Use of infrared lamp Nerves of head Circulatory system	Give an oily scalp treatment using th partner system List four causes o oily scalp

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Scalp Treatment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
preserve the health the hair and scalp d to overcome sorders of the scalp	Causes of oily scalp Oily scalp treatments Procedures for oily scalp treatment Use of infrared lamp Nerves of head Circulatory system	Give an oily scalp treatment using the partner system List four causes of oily scalp	Alkaline shampoo Medicated scalp ointment Infrared lamp

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Hair Treatment
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Corrective Hair Treatment	Dry damaged hair is not pleasing to see or work with. Corrective hair treatment can change this.	Various types of damaged hair Types of conditioners Procedures for corrective hair treatment Composition of hair Hair structure Hair analysis	Examine different types of hair throug microscope and chart findings Give corrective hair treatment Study preparation an procedures for corrective hair treatment in workboo

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Hair Treatment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
damaged hair is pleasing to see work with. rective hair atment can change s.	Various types of damaged hair Types of conditioners Procedures for corrective hair treatment Composition of hair Hair structure Hair analysis	Examine different types of hair through microscope and chart findings Give corrective hair treatment Study preparation and procedures for corrective hair treatment in workbooks	Microscope Handouts from manufacturers Model Standard Textbook of Cosmetology (Kibbe) Workbook for Beauty Culture Theory (Milady)

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Hair and Scalp Treatments
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Treatment of Alopecia	The main purpose of alopecia treatment is to stimulate growth by reviving the hair papillae.	Types Causes Treatments Manipulations Shampoo Apply medicated ointment Apply high frequency current with glass rake electrode Sterilizing everything used in alopecia treatment Nerves of head Circulatory system	Practice manipulati Apply high frequenc current with glass electrode

CARE OF THE HAIR, SKIN AND SCALP
UNIT

Hair and Scalp Treatments
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
e main purpose of opecia treatment is stimulate growth reviving the hair pillae.	Types Causes Treatments Manipulations Shampoo Apply medicated ointment Apply high frequency current with glass rake electrode Sterilizing everything used in alopecia treatment Nerves of head Circulatory system	Practice manipulations Apply high frequency current with glass rake electrode	Medicated scalp ointment Glass rake electrode Model Standard Textbook of Cosmetology (Kibbe)

HAIRCOLORING

General Concept

The natural look of beauty is the dream of every American and it starts with the color of the hair. Not all natural color hair has a radiant, flattering look.

Today, haircoloring and lightening services are in great demand in salons by women and men, and it can become a very profitable source of income for the haircolorist. The terms "haircoloring" and "hair lightening" mean the addition of artificial color to the natural pigment in the hair or the addition of color to lightened hair, and the removal of natural pigment from the hair, respectively.

All phases of haircoloring depend upon a thorough knowledge of the fundamental skills required for the various methods of application of haircolorings and bleaches and familiarity with the complete range of haircoloring products offered by various manufacturers. Haircoloring is a highly specialized branch of the beauty industry.

Objectives

To understand and evaluate the basic differences in the various types of commercial haircolorings and bleaches and their effects upon the hair.

To develop the skills necessary to make the patron feel confident in the operator's work.

To develop skill in the safe and correct techniques for the application of haircolorings and bleaches.

To develop artistry in specialized blending of haircolorings.

To develop an awareness of the special problems in haircoloring and bleaching, and to develop skill in the methods for correcting such problems.

To keep abreast of the technological advancements in haircoloring and bleaching.

HAIRCOLORING
UNIT

Temporary Hair Color
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Temporary Hair Color	Temporary color lasts from one shampoo to the next.	Types and composition of temporary color Why some types of hair absorb a rinse more quickly than others Selecting a shade by using color chart Cost Labor Supplies Profit Various methods of application Mixing formulas Safety	Apply color rinse o hair samples using different shades of rinses Label the colors us in the student proj Mix different formu apply to pieces of cotton, and observe your results Develop different shades by mixing water colors

HAIRCOLORING
UNIT

Temporary Hair Color
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
mporary color lasts om one shampoo to e next.	Types and composition of temporary color Why some types of hair absorb a rinse more quickly than others Selecting a shade by using color chart Cost Labor Supplies Profit Various methods of application Mixing formulas Safety	Apply color rinse on hair samples using different shades of rinses Label the colors used in the student project Mix different formulas, apply to pieces of cotton, and observe your results Develop different shades by mixing water colors	Color rinses Brush Cotton swab Applicator bottle Measuring cup Commercial color charts on temporary color Hair strands

HAIRCOLORING
UNIT

Semipermanent
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Semipermanent Hair Color	Some patrons are reluctant to change hair colors.	Patch test Federal Food and Drug and Cosmetic Act Types of semipermanent color Color ranges Variation in timing Mixing two or more colors to produce individualized shades Application techniques Following manufacturer's instructions Application of cream and mixture	Compare semipermane colorings to tempor color Prepare a paper on "Requirements of Fed Food and Drug and Cosmetic Act" Give patch test an show results Compare colors wit color chart Prepare several rinses and apply

HAIRCOLORING
UNIT

Semipermanent
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
e patrons are uctant to change r colors.	Patch test Federal Food and Drug and Cosmetic Act Types of semipermanent color Color ranges Variation in timing Mixing two or more colors to produce individualized shades Application techniques Following manufacturer's instructions Application of cream and mixture	Compare semipermanent colorings to temporary color Prepare a paper on "Requirements of Federal Food and Drug and Cosmetic Act" Give patch test and show results Compare colors with color chart Prepare several rinses and apply	Semipermanent colors Commercial color chart Time clock Applicator

HAIRCOLORING
UNIT
Semipermanent
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Semipermanent Hair Color (Continued)		Problems that can arise when using semipermanent hair colors Buildup of color Change to a lighter shade Application to newly permanent waved hair	

HAIRCOLORING
UNIT

Semipermanent
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Problems that can arise when using semipermanent hair colors Buildup of color Change to a lighter shade Application to newly permanent waved hair		

HAIRCOLORING
UNIT

Semipermanent
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Silver Series	Come alive gray, look rich and natural.	Application techniques Exact measures Purpose of silver Semipermanent colors Selecting shade Percentage of gray Patron's preference of color Timing Desired effect Time will vary	Using chart, compa permanent color an semipermanent sil

HAIRCOLORING
UNIT

Semipermanent
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Come alive gray, look rich and natural.	Application techniques Exact measures Purpose of silver Semipermanent colors Selecting shade Percentage of gray Patron's preference of color Timing Desired effect Time will vary	Using chart, compare permanent color and semipermanent silver	Commercial color charts on silver series

HAIRCOLORING
UNIT

Semipermanent
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Faded Hair	Faded hair can be made bright.	Warm and cool color shades, compared by using color chart In-between shades: Mixing several colors to achieve the desired effect	Compare colors on chart Distinguish cool c from the warm colo Blend and mix colo to get the desired color

HAIRCOLORING
UNIT

Semipermanent
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
aded hair can be ade bright.	Warm and cool color shades, compared by using color chart In-between shades: Mixing several colors to achieve the desired effect	Compare colors on the chart Distinguish cool colors from the warm colors Blend and mix colors to get the desired color	Commercial color chart Small bowls Measuring cup

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Introduction to Penetrating Hair Colors	The idea of changing hair color has been in practice since the days of the ancient Egyptians.	Historical development of haircoloring according to era	Do research on the historical developme of haircoloring according to era

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
e idea of changing ir color has been in actice since the ys of the ancient yptians.	Historical development of haircoloring according to era	Do research on the historical development of haircoloring according to era	Information sheets

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Reasons for Penetrating Haircoloring	Penetrating hair colors may be used to match, blend, or drastically change a woman's natural hair color and create a new personality.	Reasons for using penetrating haircoloring Classifications of penetrating haircolorings Penetrating haircolorings from different manufacturers Products compared according to duration, use, and contents Color charts for various products	Compare two manufac turers' products according to durati use and contents Observe and compar the results of two products

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
enetrating hair olors may be used match, blend, or astically change a oman's natural hair olor and create a w personality.	Reasons for using penetrating haircoloring Classifications of penetrating haircolorings Penetrating haircolorings from different manufacturers Products compared according to duration, use, and contents Color charts for various products	Compare two manufacturers' products according to duration, use and contents Observe and compare the results of two products	Color charts Clairol L'Oreal Revlon Roux Standard Textbook of Cosmetology (Kibbe)

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Aniline Derivative Tints	Penetrating haircoloring lightens and changes the color of an individual's hair for longer durations than any other type of haircolorings.	The basic ingredients of aniline derivative tints and why it requires the use of a developer Effects of aniline derivative tints on the hair by mixing three different shades of tint with developer and applying on samples Oxidation process Effects on the hair How to give a patch and strand test Importance of a patch and strand test Safety precautions	Observe the chemical change an aniline derivative tint undergoes when mixed with a developer Mix tint with a developer, apply on hair samples, and observe effects on the hair Evaluate results of color in natural light and artificial light

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
netrating hair- loring lightens d changes the color an individual's ir for longer rations than any her type of hair- lorings.	The basic ingredients of aniline derivative tints and why it requires the use of a developer	Observe the chemical change an aniline derivative tint undergoes when mixed with a developer	Tints Developer Hair samples
	Effects of aniline derivative tints on the hair by mixing three different shades of tint with developer and applying on samples	Mix tint with a developer, apply on hair samples, and observe effects on the hair	Model Standard Textbook of Cosmetology (Kibbe)
	Oxidation process	Evaluate results of color in natural light and artificial light	
	Effects on the hair		
	How to give a patch and strand test		
	Importance of a patch and strand test		
	Safety precautions		

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Aniline Derivative Tints (Continued)		Testing tints for freshness Procedures Mixing formulas Testing for color development Checking patch test results Effects of atmospheric conditions on the hair Computing development time The art of mixing colors	

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Testing tints for freshness Procedures Mixing formulas Testing for color development Checking patch test results Effects of atmospheric conditions on the hair Computing development time The art of mixing colors		

HAIRCOLORING

UNIT

Penetrating Haircoloring

DIVISION

Title	Concept	Teacher Presentation	Student Activit
Single Application Tint on Virgin Hair and Retouch	Change a woman's hair color to accentuate her natural beauty. A good cosmetologist advises her patron of the frequency of a retouch on the new growth of hair.	Advantages of using single application tints Selection of correct shade Importance of patch test Proper sectioning of the hair Procedures for giving a single application tint and retouch for virgin hair Safety precautions Testing for color development Effects of single process tints on the molecular structure of the hair	Compare the use of single application tints with other haircolorings previo used Make diagrams showin various ways for sectioning the hair Section the hair on a manikin Give a mock single application tint on manikin using a thic setting lotion

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
nge a woman's hair lor to accentuate natural beauty. good cosmetologist vises her patron of frequency of a touch on the new wth of hair.	Advantages of using single application tints Selection of correct shade Importance of patch test Proper sectioning of the hair Procedures for giving a single application tint and retouch for virgin hair Safety precautions Testing for color development Effects of single process tints on the molecular structure of the hair	Compare the use of single application tints with other haircolorings previously used Make diagrams showing various ways for sectioning the hair Section the hair on a manikin Give a mock single application tint on a manikin using a thick setting lotion	Tint Developer Manikin Standard Textbook of Cosmetology (Kibbe)

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Single Application Tint on Virgin Hair and Retouch (Continued)		Computing processing time, materials, cost, and price Selecting complimentary shades	

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Computing processing time, materials, cost, and price Selecting complimentary shades		

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HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Consultation for Haircoloring Services	Penetrating hair colors come in a wide range of shades to match or change natural color of hair.	Using various color and complexion charts for selection of color Chart of hair color series Technique for examining the hair and scalp for a hair color How to give a strand and patch test Safety precautions Developing color series Effects of color on hair structure Computing materials cost, service price, and labor Time required for service Mixing colors	Make charts suggest hair color accordi to age, complexion and natural hair c Develop different shades by mixing water colors

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
etrating hair lors come in a de range of shades match or change tural color of hair.	Using various color and complexion charts for selection of color Chart of hair color series Technique for examining the hair and scalp for a hair color How to give a strand and patch test Safety precautions Developing color series Effects of color on hair structure Computing materials cost, service price, and labor Time required for service Mixing colors	Make charts suggesting hair color according to age, complexion, and natural hair color Develop different shades by mixing water colors	Haircolorings Complexion chart Hair color charts Clairol Roux Revlon Standard Textbook of Cosmetology (Kibbe)

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Record Keeping	Accurate record keeping is important for protection and reference.	Completing a release card and a record card for haircoloring Recording date of service Recording hair conditions Recording formula Recording price Computing cost of materials, percent of profit, and cost of labor Color spectrum Light reflection Tone shades	Complete record ca and release statem Perform a skit whe a customer becomes enraged because he regular operator i not in the salon a no record is on fi of her pervious ha coloring treatment which she would li to have repeated File record cards

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ccurate record eeping is important or protection and eference.	Completing a release card and a record card for haircoloring Recording date of service Recording hair conditions Recording formula Recording price Computing cost of materials, percent of profit, and cost of labor Color spectrum Light reflection Tone shades	Complete record cards and release statements Perform a skit wherein a customer becomes enraged because her regular operator is not in the salon and no record is on file of her pervious haircoloring treatment which she would like to have repeated File record cards	Record cards Release statements *Standard Textbook of Cosmetology* (Kibbe) Formula cards File box

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Record Keeping		Record card Formula card	

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Record card Formula card		

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Double Application Tint and Retouch	Subtle shades of high fashion hair color are achieved by using double application tints. New growth requires frequent attention.	Review Selection of colors Mixing colors Examination of hair and scalp Strand testing Patch testing Hair sectioning Purpose of double application tint Reasons and methods for decoloring hair in double application haircoloring Products used in double application tinting	Review color charts Mix three bleach formulas for decolo three samples of ha to gold, yellow, an pale yellow stages and apply a tint of your choice Compare and analyze results of various tints

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
btle shades of gh fashion hair lor are achieved using double plication tints. v growth requires equent attention.	Review Selection of colors Mixing colors Examination of hair and scalp Strand testing Patch testing Hair sectioning Purpose of double application tint Reasons and methods for decoloring hair in double application haircoloring Products used in double application tinting	Review color charts Mix three bleach formulas for decoloring three samples of hair to gold, yellow, and pale yellow stages and apply a tint of your choice Compare and analyze results of various tints	Color charts Clairol Roux L'Oreal Revlon Bleaches Developers Applicators Brushes

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Double Application Tint and Retouch (Continued)		Procedure for giving a double application tint and retouch Safety precautions Testing color development Effects of decolorization on hair structure Effects of double application tints on the hair Computing cost of material, cost of labor, and service time Changing hair color Selecting complimentary colors	

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Procedure for giving a double application tint and retouch Safety precautions Testing color development Effects of decolorization on hair structure Effects of double application tints on the hair Computing cost of material, cost of labor, and service time Changing hair color Selecting complimentary colors		

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Toners	Toners are used to create high fashion shades on decolorized hair. Personalized shades are created by skillfully mixing toners of different shades.	Material for review Decolorization of hair Patch and strand testing Examination of hair and scalp Sectioning the hair Types of toners Purpose of toners Advantages and disadvantages of using toners Shade selection Use of drabbers Mixing toners to create desired shades	Study shades on to (color) charts, cr two new formulas b mixing shades, and apply as samples o decolorized hair Observe hair sampl for effects of ton on bleached hair

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ners are used to eate high fashion ades on decolorized ir. rsonalized shades e created by skill- lly mixing toners of fferent shades.	Material for review Decolorization of hair Patch and strand testing Examination of hair and scalp Sectioning the hair Types of toners Purpose of toners Advantages and disadvantages of using toners Shade selection Use of drabbers Mixing toners to create desired shades	Study shades on toner (color) charts, create two new formulas by mixing shades, and apply as samples of decolorized hair Observe hair samples for effects of toner on bleached hair	Toner charts Bleaches Toners Applicators Rubber gloves Model Hair samples Standard Textbook of Cosmetology (Kibbe)

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Toners (Continued)		Procedure for applying toner on bleached hair and a toner retouch	
		Record keeping	
		Duration of toners	
		Safety precautions	
		Methods of restoring faded colors	
		Effects of toners on hair	
		Effects of atmosphere on hair	
		Computing cost of materials, service price, and processing time	
		Mixing and blending complimentary colors	

HAIRCOLORING
UNIT

Penetrating Haircoloring
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Procedure for applying toner on bleached hair and a toner retouch		
	Record keeping		
	Duration of toners		
	Safety precautions		
	Methods of restoring faded colors		
	Effects of toners on hair		
	Effects of atmosphere on hair		
	Computing cost of materials, service price, and processing time		
	Mixing and blending complimentary colors		

HAIRCOLORING
UNIT

Bleaching a Virgin Head
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Introduction to Hair Bleaching	Do blondes have more fun?	Chemistry of the various bleaching agents Various types of commercial bleaches Action of various bleaches on the head Skill in bleaching hair Following directions	Study variety of commercial bleaches
Skills in Bleaching	Lightening is the process by which we remove some of the natural color to create a lighter, brighter color.	Bleaching Method of mixing bleach Method of measuring accurately Test the strength of the bleach before applying to hair	Take a strand of hair through seven stages of lightenin and chart the time of each stage Discuss limitations of each product and the equation of tim with lightening effects

HAIRCOLORING
UNIT

Bleaching a Virgin Head
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
blondes have more n?	Chemistry of the various bleaching agents Various types of commercial bleaches Action of various bleaches on the head Skill in bleaching hair Following directions	Study variety of commercial bleaches	
ghtening is the ocess by which we move some of the tural color to eate a lighter, ighter color.	Bleaching Method of mixing bleach Method of measuring accurately Test the strength of the bleach before applying to hair	Take a strand of hair through seven stages of lightening and chart the time of each stage Discuss limitations of each product and the equation of timing with lightening effects	Mixing bowls Peroxide boosters Commercial bleaches Hair strands Protective apron Poster paper Watch

HAIRCOLORING
UNIT

Bleaching a Virgin Head
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Skills in Bleaching (Continued)		Percentage and volume Proper storage of solutions Oxidation time in relation to degree of lightening desired Safety precautions	

HAIRCOLORING
UNIT

Bleaching a Virgin Head
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Percentage and volume		
	Proper storage of solutions		
	Oxidation time in relation to degree of lightening desired		
	Safety precautions		

HAIRCOLORING
UNIT

Bleaching a Virgin Head
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Mock Bleaching	Practice makes perfect	Demonstration Preparing the patron Methods of applying bleach Arrangement of supplies Strand test for degree of lightening Sectioning of hair Apply bleach to the hair shaft first Time application Time test--remove bleach	Conduct a mock ble on manikin Do a virgin bleach within six weeks o model

HAIRCOLORING
UNIT

Bleaching a Virgin Head
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ractice makes perfect	Demonstration	Conduct a mock bleach on manikin	Thick wave set
	Preparing the patron		Concentrated cream rinse
	Methods of applying bleach	Do a virgin bleach within six weeks on a model	Mixing bowls
	Arrangement of supplies		Towels
	Strand test for degree of lightening		Protective apron
			Manikin
	Sectioning of hair		Clips
	Apply bleach to the hair shaft first		Comb
	Time application		Applicator bottle
	Time test--remove bleach		Absorbent cotton
			Brush applicator
			Cotton swab

HAIRCOLORING
UNIT

Bleaching a Virgin Head
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Mock Bleaching (Continued)			

HAIRCOLORING
UNIT

Bleaching a Virgin Head
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
			Timer Rubber gloves

HAIRCOLORING

UNIT

Highlighting Shampoo Tints

DIVISION

Title	Concept	Teacher Presentation	Student Activi
Highlighting Shampoo Tints	Individualized creating is a special art.	Color charts for selecting colors Preparation of patron Examining hair and scalp Proper cleansing of hair and scalp Processing time Advantage of the service to salon Various tints Computing exact amount of color shampoo Blending colors	Gather supplies Examine and compar colors Give strand test Mix formula Observe processing time Complete record ca

HAIRCOLORING
UNIT

Highlighting Shampoo Tints
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
dividualized eating is a special t.	Color charts for selecting colors Preparation of patron Examining hair and scalp Proper cleansing of hair and scalp Processing time Advantage of the service to salon Various tints Computing exact amount of color shampoo Blending colors	Gather supplies Examine and compare colors Give strand test Mix formula Observe processing time Complete record card	Color charts Coloring Liquid shampoo Developer Timer Applicator

HAIRCOLORING
UNIT

Reconditioning Damaged Hair
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Removal of Penetrating Tint	It is the prerogative of every patron to change her mind.	Procedure Techniques in removing penetrating tints Importance of securing correct products Metalex Safety precautions Effects of the removal on the hair Time involved	Observe and help select the product used Observe procedures for timing and test for desired results

HAIRCOLORING
UNIT

Reconditioning Damaged Hair
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
s the prerogative very patron to ge her mind.	Procedure Techniques in removing penetrating tints Importance of securing correct products Metalex Safety precautions Effects of the removal on the hair Time involved	Observe and help select the product used Observe procedures for timing and testing for desired results	Timer Applicator Standard Textbook of Cosmetology (Kibbe)

HAIRCOLORING
UNIT

Reconditioning Damaged Hair
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Fillers	Careful analysis is needed for solving color problems.	Use of fillers Selecting the color of fillers What to expect after use Supplies Applications of fillers Processing time Effects of fillers on hair Computing processing time Recognizing desired shade	Participate in all phases of use of fillers Select color Perform the follow steps Make an individu color chart Pre-bleach to 7t stage three diff ent samples of h Use fillers and toner to achieve the desired resu

HAIRCOLORING
UNIT

Reconditioning Damaged Hair
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
reful analysis is eded for solving lor problems.	Use of fillers	Participate in all phases of use of fillers	Applicator
	Selecting the color of fillers	Select color	
	What to expect after use	Perform the following steps	
	Supplies		
	Applications of fillers	Make an individual color chart	
	Processing time		
	Effects of fillers on hair	Pre-bleach to 7th stage three different samples of hair	
	Computing processing time	Use fillers and toner to achieve the desired results	
	Recognizing desired shade		

HAIRCOLORING
UNIT

Retouching
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Bleach Retouch	The hair lives and grows .	Material for review Safety precautions Preparation of patron and supplies Method of application Section hair Apply bleach to new growth only Time test Remove bleach Applying bleach to the hair shaft first Decreasing oxidation by cold air	Do a mock retouch, complete formula ar release cards, and file cards Compare a strand o bleached hair and strand of virgin ha using a microscope

HAIRCOLORING
UNIT

Retouching
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
e hair lives and rows .	Material for review Safety precautions Preparation of patron and supplies Method of application Section hair Apply bleach to new growth only Time test Remove bleach Applying bleach to the hair shaft first Decreasing oxidation by cold air	Do a mock retouch, complete formula and release cards, and file cards Compare a strand of bleached hair and a strand of virgin hair using a microscope	Microscope

HAIRCOLORING
UNIT

Retouching
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Bleach Retouch (Continued)		Relation of developing time to color desired Following manufacturer's instructions for mixing and timing Importance of careful application to avoid overlapping	

HAIRCOLORING
UNIT

Retouching
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Relation of developing time to color desired Following manufacturer's instructions for mixing and timing Importance of careful application to avoid overlapping		

HAIRCOLORING
UNIT

Frosting
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Process of Frosting Hair	Interesting trends in various effects of frosting the hair.	Procedures Process of frosting Placing the frosting cap Different kinds of frosting caps Amount of hair to be drawn through cap Timing Testing for color development Measuring and how it will differ from an entire bleach	Place frosting cap on manikin Draw strand of hair througn cap Review diagram in textbook
Methods of Applying Bleach for a Frosting	Frosting is very much in vogue today	Procedures Mixing bleach	Place frosting cap model

HAIRCOLORING
UNIT

Frosting
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
eresting trends various effects of sting the hair.	Procedures	Place frosting cap on manikin	Standard Textbook of Cosmetology (Kibbe)
	Process of frosting		Manikin
	Placing the frosting cap	Draw strand of hair througn cap	Frosting caps
	Different kinds of frosting caps	Review diagram in textbook	Crochet hook
	Amount of hair to be drawn through cap		
	Timing		
	Testing for color development		
	Measuring and how it will differ from an entire bleach		
osting is very much vogue today	Procedures	Place frosting cap on model	Model
	Mixing bleach		Frosting cap

HAIRCOLORING
UNIT

Frosting
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Methods of Applying Bleach for a Frosting (Continued)		Methods of application Applying bleach and explaining procedures Timing Testing for color development	Draw several stran of hair through th

HAIRCOLORING
UNIT

Frosting
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Methods of application Applying bleach and explaining procedures Timing Testing for color development	Draw several strands of hair through the cap	Crochet hook Bleach Developer

HAIRCOLORING
UNIT

Streaking and/or Tipping
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Streaking and/or Tipping	Streaking is another fashion trend today and is done by pulling larger sections of hair to be bleached through the cap. Tipping is done by bleaching the ends of portions of hair.	Differences among frosting, tipping, and streaking Procedural differences Using aluminum foil in frosting, tipping, and bleaching	Use aluminum foil a heavy wave set to d streaking on a manikin Discuss model's hair in connection with streaking and tipping

HAIRCOLORING
UNIT

Streaking and/or Tipping
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
eaking is another hion trend today is done by ling larger sec- ns of hair to be ached through the .	Differences among frosting, tipping, and streaking Procedural differences	Use aluminum foil and heavy wave set to do streaking on a manikin	Manikin Aluminum foil Heavy wave set
ping is done by aching the ends portions of hair.	Using aluminum foil in frosting, tipping, and bleaching	Discuss model's hair in connection with streaking and tipping	

HAIRCOLORING
UNIT

Lash and Brow Tinting
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Tinting of Lash and Brow	Lash and brow tinting is lasting and requires little time.	Benefits of lash and brow tint and color selection Safety precautions Care in application Setting position Following manufacturer's directions Procedures and methods of applying Computing operators time Cost of supplies, and overhead price of service	Give lash and brow tint on model

HAIRCOLORING
UNIT

Lash and Brow Tinting
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
h and brow tinting lasting and uires little time.	Benefits of lash and brow tint and color selection Safety precautions Care in application Setting position Following manufacturer's directions Procedures and methods of applying Computing operators time Cost of supplies, and overhead price of service	Give lash and brow tint on model	Model Tint Stain remover Swabs Cotton Soapy water Clear water Towel

HAIR PIECES

General Concept

The well-dressed woman of today is ready for all occasions when she owns an array of hair pieces or postiches. Starting as a fad, hair pieces have become a major part of the beauty industry by offering the alert cosmetologist an opportunity to expand services. Selling and servicing hair pieces are ideal for additional income in the beauty salon.

The instant change of hairstyles is an asset to the busy woman. Necessity is no longer the reason for wearing wigs or hair pieces as the colors and styles are limitless.

Hair pieces come in two groups--synthetics and human. Human hair goods are more durable and easier to service. Synthetic hair goods are made of man-made fibers. Due to the popularity of synthetic hair pieces, specialized service techniques have been developed.

This unit offers suggestions on all phases and services from the selection and styling to changing the color of the hair pieces.

Objectives

To develop the ability to differentiate between various types of wigs and hair pieces.

To acquire knowledge and develop skill in selecting, shaping, and styling of postiches.

To fit and adjust wigs.

To develop the ability to clean and dry hair goods safely.

To develop skilis in the specialized comb-out techniques in styling.

To appreciate and develop artistry in the use of hair goods.

HAIR PIECES
UNIT

Types of Hair Pieces
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Types of Hair Pieces	Know your hair goods and be able to recognize quality and types available.	Sources of hair obtained for wig making European Oriental Indonesia India Types of hair used in wig making Human Other animal Synthetic Match test for quality Cap construction Wigs made by machine	Examine hair goods quality of hair and of construction Perform match test Compare and identif types of hair Prepare a report on the various types o wigs and quality of hair used

HAIR PIECES
UNIT

Types of Hair Pieces
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
w your hair goods be able to recog- e quality and types ilable.	Sources of hair obtained for wig making European Oriental Indonesia India Types of hair used in wig making Human Other animal Synthetic Match test for quality Cap construction Wigs made by machine	Examine hair goods for quality of hair and of construction Perform match test Compare and identify types of hair Prepare a report on the various types of wigs and quality of hair used	All types of hair goods Standard Textbook of Cosmetology (Kibbe) Match test material

HAIR PIECES
UNIT

Types of Hair Pieces
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Types of Hair Pieces (Continued)		Semi-handmade Hand ventilated Handmade Wig history	

HAIR PIECES
UNIT

Types of Hair Pieces
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Semi-handmade		
	Hand ventilated		
	Handmade		
	Wig history		

HAIR PIECES
UNIT

Measuring and Fitting a Wig
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Measuring and Fitting a Wig	Proper use of tape measure to assure fit and suitability to patron. For a natural appearance and secure feeling, proper fitting is necessary.	How to measure head to assure fit Around head Hairline to nape Ear to ear Across nape line Recording measurements on record card with name and hair sample of color desired Specifying selection of color using color rings to match or blend shades Warm Dark Depth of color	Measure patron for wig using the partner system Fill out sample record card Evaluate the effec of different color wigs on one or mor individuals Select color suita for skin tone

HAIR PIECES
UNIT

Measuring and Fitting a Wig
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
roper use of tape easure to assure fit nd suitability to atron. or a natural appear- nce and secure feel- ng, proper fitting is ecessary.	How to measure head to assure fit Around head Hairline to nape Ear to ear Across nape line Recording measurements on record card with name and hair sample of color desired Specifying selection of color using color rings to match or blend shades Warm Dark Depth of color	Measure patron for wig using the partner system Fill out sample record card Evaluate the effects of different colored wigs on one or more individuals Select color suitable for skin tone	Tape measure Record cards Wig manual Color rings

S

HAIR PIECES
UNIT

Measuring and Fitting a Wig
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Measuring and Fitting a Wig (Continued)		Quality Length Type Size	

HAIR PIECES
UNIT

Measuring and Fitting a Wig
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Quality Length Type Size		

HAIR PIECES
UNIT

Cleaning Human Hair Pieces
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Cleaning Human Hair Pieces	Proper cleaning and maintenance of hair pieces will prolong their beauty and add service to your profits	Styling the wig Selection of wig block Pin at ear tabs, nape, and front hairline Dip in solvent Squeeze gently Dry naturally Safety precautions: solvents are flammable Cleaning wigs with shampoo Types of cleaning fluid Price of service	Fit wigs to block according to size Clean and dry one Shampoo and dry one wig Compare results of cleaning and shampo ing Secure at least fi ads from local new papers on the servi cing of hair piece and bring them to class

HAIR PIECES
UNIT

Cleaning Human Hair Pieces
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
roper cleaning and intenance of hair ieces will prolong eir beauty and add rvice to your pro- its	Styling the wig Selection of wig block Pin at ear tabs, nape, and front hairline Dip in solvent Squeeze gently Dry naturally Safety precautions: solvents are flammable Cleaning wigs with shampoo Types of cleaning fluid Price of service	Fit wigs to block according to size Clean and dry one wig Shampoo and dry one wig Compare results of cleaning and shampooing Secure at least five ads from local newspapers on the servicing of hair pieces and bring them to class	Wig blocks of varying sizes Wig cleaners Shampoo

HAIR PIECES
UNIT

Wig Styling and Cutting
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Wig Styling and Cutting	Classic lines are created by proper shaping. Wigs must be cut and styled to compliment the patron's features.	Styling and cutting the wig Place wig on patron's head to check length Select style Determine length Section hair Shape wig on block Remove bulk Style and dry Thinning techniques Importance in thinning the wig Range of prices for styling and cutting in local area	Fit and style a wig using the partner system Review safety precau tions in wig cuttin Participate in a fi trip to a wig show

HAIR PIECES
UNIT

Wig Styling and Cutting
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
assic lines are eated by proper aping. gs must be cut d styled to compli- nt the patron's atures.	Styling and cutting the wig Place wig on patron's head to check length Select style Determine length Section hair Shape wig on block Remove bulk Style and dry Thinning techniques Importance in thinning the wig Range of prices for styling and cutting in local area	Fit and style a wig using the partner system Review safety precautions in wig cutting Participate in a field trip to a wig show	Wig pins Hair pieces Scissors Razor Thinning shears

HAIR PIECES
UNIT

Wig Styling with the Thermal Iron
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Thermal Wig Styling	For instant curls, use the thermal iron.	Proper usage of thermal iron Care of heater Relationship between heat of iron and texture of hair Care must be taken not to burn the hair Croquinole curls Bob curls Comb-out techniques	Practice styling wi thermal iron Compare differences between wet styling and dry styling Participate in wig styling contest wit advisory board memb serving as judges Style a wig to suit another studen

HAIR PIECES
UNIT

Wig Styling with the Thermal Iron
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
instant curls, use thermal iron.	Proper usage of thermal iron Care of heater Relationship between heat of iron and texture of hair Care must be taken not to burn the hair Croquinole curls Bob curls Comb-out techniques	Practice styling with thermal iron Compare differences between wet styling and dry styling Participate in wig styling contest with advisory board members serving as judges Style a wig to suit another student	Thermal iron Rollers Block Wig pins Wigs Modern Beauty Shop Magazine

HAIR PIECES
UNIT

Wiglets
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Wiglets	A wiglet is a versatile hair fashion accessory.	Wiglet selection most suitable for model Placement of wiglet on model Styling Blending with patron's hair Cutting and rolling Different ways to style wiglets Various style patterns for wiglets Setting instructions Care of the wiglet	Change present hair style with the addit of a wiglet on a student model Bring to class pictu showing models wear wiglets Style wiglets for various occasions--daytime and evening wear

HAIR PIECES
UNIT

Wiglets
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
iglet is a satile hair hion accessory.	Wiglet selection most suitable for model Placement of wiglet on model Styling Blending with patron's hair Cutting and rolling Different ways to style wiglets Various style patterns for wiglets Setting instructions Care of the wiglet	Change present hair style with the addition of a wiglet on a student model Bring to class pictures showing models wearing wiglets Style wiglets for various occasions--daytime and evening wear	Wiglets Block Accessories Model

HAIR PIECES
UNIT

Synthetic Hair Pieces
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Care of Synthetic Hair Pieces	Synthetic hair pieces require special care for longer life.	Cleaning synthetic hair pieces Reviving a synthetic hair piece Roll on permanent-wave rods Dip in 140° water for five minutes Cool, then dip in ice cold water for five minutes Dry Style Cleaning methods Cold water Mild soaps or detergents	Discuss the cleaning of synthetic hair pieces Describe procedure f reviving a synthetic hair piece Practice cleaning, rolling, and styling and reviving curl or a hair piece Bring pictures of different types and styles of hair piec to class

HAIR PIECES
UNIT

Synthetic Hair Pieces
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
nthetic hair pieces quire special care r longer life.	Cleaning synthetic hair pieces Reviving a synthetic hair piece Roll on permanent-wave rods Dip in 140° water for five minutes Cool, then dip in ice cold water for five minutes Dry Style Cleaning methods Cold water Mild soaps or detergents	Discuss the cleaning of synthetic hair pieces Describe procedure for reviving a synthetic hair piece Practice cleaning, rolling, and styling and reviving curl on a hair piece Bring pictures of different types and styles of hair pieces to class	Synthetic hair pieces Plastic or glass bowl Cleansing agents Shampoo Cold water Soap Special cleaners

HAIR PIECES
UNIT

Coloring (Temporary)
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Temporary Color for Hair Pieces	To add color, highlight or tone, use a temporary color.	Protecting the wig block Applying color rinse Using applicator bottle Applying from base to hair ends Blotting and placing hair piece under dryer for ten minutes to increase penetration Shades of temporary color Highlight Toner Color chart	Determine shade desired for model Select and apply col and dry Evaluate results

HAIR PIECES
UNIT

Coloring (Temporary)
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
add color, high- ht or tone, use a porary color.	Protecting the wig block	Determine shade desired for model	Color rinse
	Applying color rinse		Color charts
	Using applicator bottle	Select and apply color and dry	
	Applying from base to hair ends	Evaluate results	
	Blotting and placing hair piece under dryer for ten minutes to increase penetration		
	Shades of temporary color		
	Highlight		
	Toner		
	Color chart		

HAIR PIECES
UNIT

Coloring (Permanent)
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Permanent Coloring	Coloring hair pieces requires ingenuity and talent.	Color selection, using color ring Types of coloring European - textile Asian - commercial Synthetic - textile Coloring hair pieces Covering wig block Applying color Testing Shampooing Conditioning Safety factors Charges for service	Match classmates' ha color with color ri Mix textile dyes

HAIR PIECES
UNIT

Coloring (Permanent)
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
oring hair pieces uires ingenuity talent.	Color selection, using color ring Types of coloring European - textile Asian - commercial Synthetic - textile Coloring hair pieces Covering wig block Applying color Testing Shampooing Conditioning Safety factors Charges for service	Match classmates' hair color with color ring Mix textile dyes	Wig block Color ring Manufacturer's instructions Textile dyes Commercial colors

HAIR SHAPING

General Concept

Trends in coiffures or hair shapes change constantly. The most important element in styling is the correct shaping of the hair. A well designed haircut serves to shape the hair to the contour of the head, making the hair easier to style and the style more lasting. Shaping of the hair requires good judgment, imagination, and knowledge of texture, quality and quantity of hair. Good judgment combined with the necessary skills will instill in the patron a feeling of confidence in the operator's ability to plan and carry out a style designed just for her.

This unit encompasses all of the manipulative skills needed to develop a knowledgeable operator.

Objectives

To develop an awareness of the quality and types of professional hair shaping implements and judgment in the selection and use of each.

To develop skill in the correct use of each implement.

To appreciate the value of good hair shaping in relation to hairstyling and permanent waving.

To understand the safety and sanitary precautions necessary to protect the patron, the operator, and the salon owner.

HAIR SHAPING
UNIT

Preparation of Patron
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Preparing the Patron	Proper patron protection insures patron comfort and operator convenience.	Preparation of patron Removal of jewelry Placement of neck strip Adjust cape Adjust chair to proper height Protection of patron's clothing Advantages of patron handling own jewelry Operator image created by proper preparation	Prepare model and adjust chair

HAIR SHAPING
UNIT

Preparation of Patron
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
per patron protec- n insures patron fort and operator venience.	Preparation of patron Removal of jewelry Placement of neck strip Adjust cape Adjust chair to proper height Protection of patron's clothing Advantages of patron handling own jewelry Operator image created by proper preparation	Prepare model and adjust chair	Capes Neck strips

HAIR SHAPING
UNIT

Implements
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Types of Hair Shaping Implements	The professional uses professional tools.	Various types of cutting implements and their component parts Scissors Thinning shears Clippers Hair vacuum Razors Use of each implement Safety in handling Variety in sizes and uses of each category of cutting implement Evolution of hair shaping implements	Identify and label th component parts of ea hair shaping implemen

HAIR SHAPING
UNIT

Implements
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
rofessional uses ssional tools.	Various types of cutting implements and their component parts Scissors Thinning shears Clippers Hair vacuum Razors Use of each implement Safety in handling Variety in sizes and uses of each category of cutting implement Evolution of hair shaping implements	Identify and label the component parts of each hair shaping implement	Poster paper Felt pen Tape Hair cutting implements Pictures of obsolete instruments

HAIR SHAPING
UNIT

Implements
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Care and Maintenance of Hair Shaping Implements	Tender, loving care insures good performance and a long life span.	Sterilization of implements Tightening or loosening of center screw on scissors Testing for dull blades Oiling for ease of movement Changing blades When, where and cost of sharpenings Cost of blades Handling of pointed and/or sharp instruments Imperfect instruments	Check instruments fo imperfections Repair instruments Sterilize instrument Remove guard and bla on razor

HAIR SHAPING
UNIT

Implements
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
er, loving care res good perfor- e and a long life .	Sterilization of implements	Check instruments for imperfections	Imperfect instruments
			Scissors
	Tightening or loosening of center screw on scissors	Repair instruments	Thinning shears
		Sterilize instruments	Razor and blades
	Testing for dull blades	Remove guard and blade on razor	Clippers
	Oiling for ease of movement		Hand
	Changing blades		Electric
	When, where and cost of sharpenings		Alcohol (70%)
	Cost of blades		Cotton
	Handling of pointed and/ or sharp instruments		Screwdriver
			Oil
	Imperfect instruments		

HAIR SHAPING
UNIT

Hand Exercises
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Hand Exercises	The power is in your hands.	Positioning of implements Hand exercises to develop control Using a record to develop rhythm Safety Handling of tools Muscular development Muscles of the hand and arm	Practice hand exercis positioning of implements, and movement of blades Practice hand exerci daily for one month; ten minutes each session with music

HAIR SHAPING
UNIT

Hand Exercises
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ower is in your	Positioning of implements	Practice hand exercises, positioning of implements, and movement of blades	
	Hand exercises to develop control		
	Using a record to develop rhythm	Practice hand exercises daily for one month; ten minutes each session with music	Record (suitable rhythm) Record player
	Safety		
	Handling of tools		
	Muscular development		
	Muscles of the hand and arm		

HAIR SHAPING
UNIT

Sectioning
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Sectioning for Basic Hair Shaping	Correct sectioning is an invaluable aid to the beginner.	Basic sectioning pattern Section from top of ear to nape Advantages of this procedure Terminology for each section Outlines of the head--front, side, and back view	Identify each secti on chart Practice basic sectioning on manik and basic sectionin on partner Compare variations size of sections Draw basic sectionin pattern on assignmen sheet and label each section

HAIR SHAPING
UNIT

Sectioning
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
rect sectioning is invaluable aid to beginner.	Basic sectioning pattern Section from top of ear to nape Advantages of this procedure Terminology for each section Outlines of the head--front, side, and back view	Identify each section on chart Practice basic sectioning on manikin and basic sectioning on partner Compare variations in size of sections Draw basic sectioning pattern on assignment sheet and label each section	Wall chart on basic sectioning Assignment sheets Long clips Comb Outlines

HAIR SHAPING
UNIT

Basic Hair Shaping
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Basic Hair Shaping	The artist shapes with the brush, the hairstylist shapes with the scissors.	Determining hair lengths Use of the nape section as a guideline Effilating movement Checking procedure Safety Patron Operator Shaping dry hair Shaping wet hair Price range Vocabulary Hair shaping Blunt cutting	Determine desired lengths of hair--section by section Shape partner's hai and check for accura "Sell" a haircut to one friend or one family member Analyze present leng of partner's hair section by section

HAIR SHAPING
UNIT

Basic Hair Shaping
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
artist shapes with brush, the hair- list shapes with scissors.	Determining hair lengths Use of the nape section as a guideline Effilating movement Checking procedure Safety Patron Operator Shaping dry hair Shaping wet hair Price range Vocabulary Hair shaping Blunt cutting	Determine desired lengths of hair--section by section Shape partner's hair and check for accuracy "Sell" a haircut to one friend or one family member Analyze present length of partner's hair section by section	Pictures of hair styles utilizing a basic haircut Scissors Tapering shears Comb Clips Hair cutting cape Sanek strip Manikin or model Flash cards on new terminology Felt pen

HAIR SHAPING
UNIT

Razor Shaping
DIVISION

Title	Concept	Teacher Presentation	Student Acti
Razor Hair Shaping	To encourage the natural bounce and swing to the hair, the hairdresser artist uses a razor.	Sectioning Razor hair cutting Positioning of razor and comb Vertical and angular sectioning Angle of blade on hair shaft Cutting motion Cutting into the natural wave or bend of the hair Elasticity of hair Why razor shaping is done on moist hair Cost of service	Demonstrate Positioning of and comb Vertical and a sectioning Angle of blade hair shaft Cutting motion Cutting into th natural wave o bend of the ha Perform Razor cut follo with an air-co set Razor cut with placed set (la

HAIR SHAPING
UNIT

Razor Shaping
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
o encourage the atural bounce and wing to the hair, he hairdresser rtist uses a razor.	Sectioning Razor hair cutting Positioning of razor and comb Vertical and angular sectioning Angle of blade on hair shaft Cutting motion Cutting into the natural wave or bend of the hair Elasticity of hair Why razor shaping is done on moist hair Cost of service	Demonstrate Positioning of razor and comb Vertical and angular sectioning Angle of blade on hair shaft Cutting motion Cutting into the natural wave or bend of the hair Perform Razor cut followed with an air-comb set Razor cut with a placed set (lamp cut)	Comb Razor Manikin Air-comb Lamp

HAIR SHAPING
UNIT

Razor Shaping
DIVISION

Title	Concept	Teacher Presentation	Student Activi
Razor Hair Shaping (Continued)		Caution: Danger of misjudging lengths	

HAIR SHAPING
UNIT

Razor Shaping
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Caution: Danger of misjudging lengths		

HAIR SHAPING
UNIT

Razor Shaping
DIVISION

Title	Concept	Teacher Presentation	Student Activit
Removal of Bulk with Razor	Excessive bulk can be removed swiftly and efficiently with the razor.	Bulk Locating areas of excess bulk Relationship to current style trend or specific style Pattern Removal of bulk Techniques of thinning with a razor Techniques of thinning for styling effects Highly tapered bangs Comparing thinning and tapering effects with a razor, thinning shears, and scissors	Locate areas of exc bulk Perform thinning techniques on partn Evaluate finished sh

HAIR SHAPING
UNIT

Razor Shaping
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
essive bulk can be oved swiftly and iciently with the or.	Bulk Locating areas of excess bulk Relationship to current style trend or specific style Pattern Removal of bulk Techniques of thinning with a razor Techniques of thinning for styling effects Highly tapered bangs Comparing thinning and tapering effects with a razor, thinning shears, and scissors	Locate areas of excess bulk Perform thinning techniques on partner Evaluate finished shape	Razor Style pictures Thinning shears Scissors

HAIR SHAPING
UNIT

Removal of Bulk
DIVISION

Title	Concept	Teacher Presentation	Student Activity
The Tapered Hair Cut	Tapering removes length and bulk simultaneously.	Current hair styles and the sectioning pattern for each Tapered hair cut Tapering hair with scissors Tapering one half of head and evaluating each side for bulk, flow and shape Caution Do not thin or taper at ends Do not taper within an inch of hairline	Compare the difference in the flow of a properly tapered hair cut and that of a non-tapered hair cut Practice tapering hair with thinning shears, scissors, and razor

HAIR SHAPING
UNIT

Removal of Bulk
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ering removes gth and bulk ultaneously.	Current hair styles and the sectioning pattern for each Tapered hair cut Tapering hair with scissors Tapering one half of head and evaluating each side for bulk, flow and shape Caution Do not thin or taper at ends Do not taper within an inch of hairline	Compare the difference in the flow of a properly tapered hair cut and that of a non-tapered hair cut Practice tapering hair with thinning shears, scissors, and razor	Pictures of current hair styles Haircutting cloth Sanek strips Comb Clips Scissors Thinning shears Razor

HAIR SHAPING
UNIT

Removal of Bulk
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Removing Hair Bulk with Thinning Shears	The decision to thin or not to thin requires expert judgment.	Removing hair bulk Locating areas of bulk Sectioning Thinning techniques Combing a flowing line Thinning in relation to texture of hair Purpose of thinning hair Correlation of thinning and styling effects Caution: Areas not to be thinned Prevention of excess ends	Locate the areas of bulk and remove excess bulk Bring to class four pictures: two picture of long unshaped hair; and two pictures of shaped hair styles Choose three friends and analyze their hair for excess bulk and texture

HAIR SHAPING
UNIT

Removal of Bulk
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
decision to thin not to thin requires ert judgment.	Removing hair bulk	Locate the areas of bulk and remove excess bulk	Clips
	Locating areas of bulk		Thinning shears
	Sectioning		Comb
	Thinning techniques	Bring to class four pictures: two pictures of long unshaped hair; and two pictures of shaped hair styles	Picture
	Combing a flowing line		Hair cloth
	Thinning in relation to texture of hair		
	Purpose of thinning hair	Choose three friends and analyze their hair for excess bulk and texture	
	Correlation of thinning and styling effects		
	Caution:		
	Areas not to be thinned		
	Prevention of excess ends		

HAIR SHAPING
UNIT

The Blunt Cut
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Giving a Blunt Cut	A blunt cut is given to achieve smooth effects, less curl and more bulk.	Advantages of blunt cutting for various styling effects and according to texture of hair Relationship between positioning of the scissor and safety Styles achieved via the blunt cut	Practice a blunt cut on student model or on weft Bring to class four different pictures obtained from magazines showing a blunt cut Analyze hair texture and styles of classmate and list students who can benefit from this type of cut

HAIR SHAPING
UNIT

The Blunt Cut
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
unt cut is given chieve smooth cts, less curl more bulk.	Advantages of blunt cutting for various styling effects and according to texture of hair Relationship between positioning of the scissor and safety Styles achieved via the blunt cut	Practice a blunt cut on student model or on weft Bring to class four different pictures obtained from magazines showing a blunt cut Analyze hair texture and styles of classmates and list students who can benefit from this type of cut	Scissors Comb Cape Sanek strip Weft Clips Pictures of hair styles

HAIR SHAPING
UNIT

Individualized Hair Shaping
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Individualized Hair Shaping	Correct shaping for optical illusions can flatter good features and minimize irregularity.	Importance of correct shaping to: Body proportions Facial structure Size and shape of head Texture of hair Current style trends Size of neck Hair lengths necessary for proper balance and chosen hair style	Select three different facial types among class members and give oral report concerning hair shape which should be used Bring fruit to class to illustrate facial shape

HAIR SHAPING
UNIT

Individualized Hair Shaping
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
rect shaping for ical illusions can tter good features minimize irregu- ity.	Importance of correct shaping to: Body proportions Facial structure Size and shape of head Texture of hair Current style trends Size of neck Hair lengths necessary for proper balance and chosen hair style	Select three different facial types among class members and give oral report concerning hair shape which should be used Bring fruit to class to illustrate facial shapes	Charts: The New Faces (Meek)

HAIR SHAPING
UNIT

Individualized Hair Shaping
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Shaping is Important When Giving a Cold Permanent Wave	The question is "should the hair be shaped before the permanent, after the permanent, or before and after the permanent wave?"	Hair should be shaped and cut according to an individual's: Hair texture Length of hair Bulk and thickness of hair Over-tapered ends may result in over-curl	Discuss and compare different textures of hair, weights of hair, and amounts of curl Practice shaping for cold wave on model

HAIR SHAPING
UNIT

Individualized Hair Shaping
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
question is "should hair be shaped fore the permanent, ter the permanent, or fore and after the manent wave?"	Hair should be shaped and cut according to an individual's: Hair texture Length of hair Bulk and thickness of hair Over-tapered ends may result in over-curl	Discuss and compare different textures of hair, weights of hair, and amounts of curl Practice shaping for cold wave on model	Scissors Razor Comb Cape Clips Model Standard Textbook of Cosmetology (Kibbe)

HAIR SHAPING
UNIT

Specialized Techniques
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Shaping Children's Hair	The children of today become the patrons of tomorrow.	Shaping Blunt cutting Cutting into the wave Measuring techniques Checking techniques Correct shaping of children's hair How to obtain a child's confidence How to alleviate a child's fear Considerations Shape of head Texture of hair	Compile booklet of pictures illustrating various hair styles for different age groups

HAIR SHAPING
UNIT

Specialized Techniques
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
children of today me the patrons of rrow,	Shaping Blunt cutting Cutting into the wave Measuring techniques Checking techniques Correct shaping of children's hair How to obtain a child's confidence How to alleviate a child's fear Considerations Shape of head Texture of hair	Compile booklet of pictures illustrating various hair styles for different age groups	

HAIR SHAPING

UNIT

Specialized Techniques

DIVISION

Title	**Concept**	**Teacher Presentation**	**Student Activity**
Shaping Children's Hair (Continued)		Growth patterns Cowlicks Natural Results must not depend on mechanical setting Safety precautions	

HAIR SHAPING

UNIT

Specialized Techniques

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Growth patterns Cowlicks Natural Results must not depend on mechanical setting Safety precautions		

HAIR SHAPING
UNIT

State Board Examination
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Basic Cut for State Board Examination	The hair shaping required by the State Board is a very functional one.	Sectioning for basic hair shaping State Board haircut Hair shaping and State Board requirements - 30 minute limit Points for which examiners look Areas of emphasis Fan shape Silhouette from ear to ear and from front to back Proper length Blending the nape-ear guideline so there will be no gaps around the ear Sectioning pattern Proper tapering and bulk removal	Section manikin for ha shaping Give a basic hair cut keeping in mind the State Board requiremen Design a hair style, using State Board hair cut as a basis, on mod

HAIR SHAPING

UNIT

State Board Examination

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
e hair shaping re- ired by the State ard is a very func- onal one.	Sectioning for basic hair shaping State Board haircut Hair shaping and State Board requirements - 30 minute limit Points for which examiners look Areas of emphasis Fan shape Silhouette from ear to ear and from front to back Proper length Blending the nape-ear guideline so there will be no gaps around the ear Sectioning pattern Proper tapering and bulk removal	Section manikin for hair shaping Give a basic hair cut keeping in mind the State Board requirements Design a hair style, using State Board hair - cut as a basis, on model	State Board guide sheet Transparency on State Board haircut Clothes pin Brown bag Manikin Scissors Thinning shears Razor Comb Model Neck strip or towel Cape Instruction sheets Timer clock

HAIR SHAPING
UNIT

Neckline Shapes and Finishes
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Neckline Shapes	An attractive hairline adds interest to the style and compliments the neckline.	Shapes For different growth patterns For a desired effect For current trends Shaping techniques Shingling techniques	Discuss the different neckline shapes: w-shingled, tapered, v-shaped, rounded, squared Label each hairline o assignment sheet Practice cleaning with razor, scissors, and clippers on model
Neckline Finishes	The end product has a finished look.	Hand exercises Necklines can be cleaned with Scissors Razor Clippers Advantages and/or disadvantages of each technique Caution: Watch for abrasions and moles	

HAIR SHAPING
UNIT

Neckline Shapes and Finishes
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
n attractive hairline dds interest to the tyle and compliments he neckline.	Shapes For different growth patterns For a desired effect For current trends	Discuss the different neckline shapes: w-shingled, tapered, v-shaped, rounded, squared	Pictures Assignment sheets
	Shaping techniques Shingling techniques	Label each hairline on assignment sheet Practice cleaning with razor, scissors, and clippers on model	Model Razor
he end product has a inished look.	Hand exercises Necklines can be cleaned with Scissors Razor Clippers Advantages and/or disadvantages of each technique Caution: Watch for abrasions and moles		Scissors Clippers Standard Textbook of Cosmetology (Kibbe)

HAIR STRAIGHTENING

General Concept

Every woman wants to look her best at all times. Coiffures follow fashion and for most women this image is easily achieved.

Present fashion trends accentuate slightly curled tresses, thereby creating a need for methods of reducing the amount of curl in excessively curly hair. Such hair can be made more manageable by either temporary (physical) or permanent (chemical) hair relaxing.

This unit deals with accepted procedures in straightening hair, the methods available, the composition of the chemical relaxers, as well as techniques for suggesting these services.

Objectives

To develop technical and manipulative skills for the use of chemical hair relaxers.

To develop the skills for follow-up procedures necessary after giving a chemical hair relaxing treatment.

To develop the skills required for temporary hair straightening, commonly known as hair pressing.

To appreciate the difference in the advantages of hair pressing and chemical hair relaxing.

HAIR STRAIGHTENING
UNIT

Temporary Hair Straightening
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Introduction to Hair Pressing	Hair pressing is one of today's popular and profitable services given in the beauty salon.	Basic methods of pressing hair Hair structure and analysis Texture Porosity Length Elasticity Condition of hair Scalp conditions	Make a chart consistin of samples of various textures of hair--virgin and pressed; then identify and labe each sample

HAIR STRAIGHTENING
UNIT

Temporary Hair Straightening
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
r pressing is one today's popular and fitable services en in the beauty on.	Basic methods of pressing hair Hair structure and analysis Texture Porosity Length Elasticity Condition of hair Scalp conditions	Make a chart consisting of samples of various textures of hair--virgin and pressed; then identify and label each sample	Hair samples Standard Textbook of Cosmetology (Kibbe)

HAIR STRAIGHTENING
UNIT
Temporary Hair Straightening
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Pressing Combs	Proper care, cleaning, and storage is very important in the pressing results.	Various types and sizes of pressing combs Proper way of testing heated combs and cleaning and storing them Care of the pressing iron heater or stove Avoid excessive heat or pressure on hair and scalp Avoid using too much pressing oil or cream Avoid over-heated pressing combs Hard-rubber combs cause less nicking to scalp or scalp irritations	Practice pressing on weft with cold comb Practice cleaning the pressing comb

HAIR STRAIGHTENING

UNIT

Temporary Hair Straightening

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
per care, cleaning, storage is very portant in the ssing results.	Various types and sizes of pressing combs Proper way of testing heated combs and cleaning and storing them Care of the pressing iron heater or stove Avoid excessive heat or pressure on hair and scalp Avoid using too much pressing oil or cream Avoid over-heated pressing combs Hard-rubber combs cause less nicking to scalp or scalp irritations	Practice pressing on weft with cold comb Practice cleaning the pressing comb	Pressing combs Hard-rubber comb Pressing cream or oil Wefts Stove

HAIR STRAIGHTENING
UNIT

Temporary Hair Straightening
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Pressing Hair	Temporary straightening of curly or wavy hair prepares it for styling.	Comb pressing curly hair Importance of the proper way in which one applys cream or oil for satisfying results Cream for silky, fine texture Oil or cream for medium or coarse texture	Practice pressing on wefts Practice applying oil or cream on two three student model with varied hair texture

HAIR STRAIGHTENING
UNIT

Temporary Hair Straightening
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Temporary straightening of curly or wavy hair prepares it for styling.	Comb pressing curly hair Importance of the proper way in which one applys cream or oil for satisfying results Cream for silky, fine texture Oil or cream for medium or coarse texture	Practice pressing on wefts Practice applying oil or cream on two or three student models with varied hair texture	Standard Textbook of Cosmetology (Kibbe) Pressing comb Stove Hard-rubber comb Pressing creams and oils Weft

HAIR STRAIGHTENING
UNIT

Chemical Hair Straightening
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Introduction to Chemical Hair Straightening	Change the structure of the hair from curly or wavy to a straight state.	Chemical relaxers Relaxer cream Neutralizer Setting lotion Chemical hair straighteners Two general classifications of hair relaxers Sodium hydroxide Ammonium thioglycolate Two basic products used in chemical hair straightening Chemical hair straightening cream Neutralizer or fixative Strand test Safety precautions	Examine straightening products and compare d ferences in procedures recommended by manufacturer

HAIR STRAIGHTENING
UNIT

Chemical Hair Straightening
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
nge the structure of hair from curly or y to a straight te.	Chemical relaxers Relaxer cream Neutralizer Setting lotion Chemical hair straighteners Two general classifications of hair relaxers Sodium hydroxide Ammonium thioglycolate Two basic products used in chemical hair straightening Chemical hair straightening cream Neutralizer or fixative Strand test Safety precautions	Examine straightening products and compare differences in procedures recommended by manufacturer	Information sheet Relaxer cream Neutralizer Setting lotion

HAIR STRAIGHTENING
UNIT

Chemical Hair Straightening
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Giving a Strand Test	A strand test before giving a hair relaxer assures satisfactory results.	A strand test must be given prior to a chemical relaxer to determine the porosity of the hair Strand test Finger test--determines the degree of porosity in the hair Pull test--determines the degree of elasticity in the hair Relaxer test--indicates the ultimate results of the complete treatment	Make a strand test o different sections o the hair on model

HAIR STRAIGHTENING
UNIT

Chemical Hair Straightening
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
strand test before ving a hair relaxer ssures satisfactory esults.	A strand test must be given prior to a chemical relaxer to determine the porosity of the hair Strand test Finger test--determines the degree of porosity in the hair Pull test--determines the degree of elasticity in the hair Relaxer test--indicates the ultimate results of the complete treatment	Make a strand test on different sections of the hair on model	Models Large rubber comb Sodium hydroxide relaxer Neutralizer Conditioner Thio-relaxers

HAIR STRAIGHTENING
UNIT

Chemical Hair Straightening
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Chemical Hair Straightening	Technical knowledge combined with manipulative skill is a must in giving a chemical hair straightening treatment.	The three basic steps involved in chemical hair straightening Processing Neutralizing Conditioning Hair analysis of patron Texture Porosity Elasticity Any possible hair damage Chemical straightening products	Give a mock hair straightening treatme with styling gel and lotion or water on a manikin

HAIR STRAIGHTENING
UNIT

Chemical Hair Straightening
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
chnical knowledge mbined with manipu- tive skill is a must giving a chemical ir straightening eatment.	The three basic steps involved in chemical hair straightening Processing Neutralizing Conditioning Hair analysis of patron Texture Porosity Elasticity Any possible hair damage Chemical straightening products	Give a mock hair straightening treatment with styling gel and lotion or water on a manikin	Manikin Styling gel Setting lotion

HAIR STRAIGHTENING
UNIT

Chemical Hair Straightening
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Analysis and History of Patron's Hair	Determine whether a patron can or cannot receive a chemical hair straightening treatment.	Completing mock record card and patron's release statement Record card gives the cosmetologist a working knowledge of the patron's hair texture, porosity, elasticity, or any damage to the hair Release statement is used to protect the cosmetologist, to some extent, of responsibility in case of an accident or damage	Practice completing a mock patron record card and release statement

HAIR STRAIGHTENING
UNIT

Chemical Hair Straightening
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
termine whether a tron can or cannot ceive a chemical ir straightening eatment.	Completing mock record card and patron's release statement Record card gives the cosmetologist a working knowledge of the patron's hair texture, porosity, elasticity, or any damage to the hair Release statement is used to protect the cosmetologist, to some extent, of responsibility in case of an accident or damage	Practice completing a mock patron record card and release statement	Record card Release statement

HAIRSTYLING

General Concept

For hairstyling, operators must possess a basic knowledge of the procedures involved plus manipulative skill and artisitic ability. Success in hairstyling and hairdressing can be achieved through the acquisition of creative ability.

This unit deals with the manipulative skills from the simple to the most complex in the formation of curls and waves. Trade shows and magazines are stressed in order to keep abreast of changing trends in hairstyling. A proficient hairstylist should be prepared as a result of the activities and topics identified in this unit.

Objectives

To gain knowledge and develop skill in the formation of basic curls and roller techniques.

To acquire an appreciation for the importance of bases and the effectiveness of directions in hairstyling.

To gain knowledge in the judgement of coiffures that are appropriate and suitable to facial shape and body structure, and to be able to interpret the latest trends in hairstyling.

To develop skill in shaping hair into waves and to appreciate the value of fingerwaving in relation to hairstyling.

To gain knowledge in the proper use of thermal irons and develop skills in the techniques of creating hairstyles with heat.

To acquire an appreciation of the time saved and the added increase in income by using thermal curling.

To develop comb-out techniques and acquire the skills necessary for balance and artistic beauty in hairstyling.

To realize the importance of the proper selection and use of commercial hair products in order to produce hairstyles of higher quality.

To observe safe and sanitary practices and develop good work habits.

HAIRSTYLING

UNIT

Hair Parting

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Hair Parting	A good clean part is essential to hairstyling.	Parting Side part Diagonal part Center part Basic principles of diagonal, vertical and horizontal lines Direction of natural hair growth Style effects Bones of the head Safety precautions	Make a side, center, and diagonal part on manikin Make the same three partings on a model Draw various partings on sketch sheet Define facial shapes applicable to each part Practice five side parts on relatives at home and note and repo direction of natural ha growth of each

HAIRSTYLING

UNIT

Hair Parting

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ood clean part is ential to hair- ling.	Partings Side part Diagonal part Center part Basic principles of diagonal, vertical and horizontal lines Direction of natural hair growth Style effects Bones of the head Safety precautions	Make a side, center, and diagonal part on manikin Make the same three partings on a model Draw various partings on sketch sheet Define facial shapes applicable to each part Practice five side parts on relatives at home and note and report direction of natural hair growth of each	Manikin Model Comb Standard Textbook of Cosmetology (Kibbe) Charts: The New Faces (Meek)

HAIRSTYLING

UNIT

"C" Shaping

DIVISION

Title	Concept	Teacher Presentation	Student Activity
"C" Shaping	Movement of hair forms foundation for styling.	Application of setting lotion "C" Shaping Waves of varying depths and angles	Apply setting lotion to manikin Make "C" shaping of left side and right side of manikin Bring in five pictures showing styles with waves for comparison o age groups (These will be retained for the start of a file of hairstyles)

HAIRSTYLING
UNIT

"C" Shaping
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
vement of hair forms undation for yling.	Application of setting lotion "C" Shaping Waves of varying depths and angles	Apply setting lotion to manikin Make "C" shaping of left side and right side of manikin Bring in five pictures showing styles with waves for comparison of age groups (These will be retained for the start of a file of hairstyles)	Setting lotion Comb Styling magazines American Hairdresser Modern Beauty Shop Magazine Hairdo and Beauty

HAIRSTYLING

UNIT

"S" Shaping

DIVISION

Title	Concept	Teacher Presentation	Student Activity
"S" Shaping	Gives direction to styling.	"S" Shaping How shapings form bases for hairstyling Advantages of molding "S" shaping	Practice "S" shape on right and left sides of manikin Draw "S" shaping on sketch sheet List three advantage of "S" shaping

HAIRSTYLING

UNIT

"S" Shaping

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ives direction to tyling.	"S" Shaping How shapings form bases for hairstyling Advantages of molding "S" shaping	Practice "S" shape on right and left sides of manikin Draw "S" shaping on sketch sheet List three advantages of "S" shaping	Manikin Model Setting lotion Comb Sketch sheet Standard Textbook of Cosmetology (Kibbe)

HAIRSTYLING

UNIT
Pin-curl Formation

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Pin-curl Formation	The tension applied to a pin curl during ribboning gives a smoother flow to the curl.	Pin Curls Slicing Ribboning Finger placement Open end curl Closed end curl Secure ends Curl mobility Parts of a curl How to secure ends of pin curls correctly Setting lotion and its uses How to use wave crepe and end papers on wiry and very short hair	Form pin curls on lef side in "S" shape formation Practice making pin-curls by using six selected style patter Start hair styling reference book Illustrate two pin-curls with open cente and two pin curls wit closed center

HAIRSTYLING

UNIT

Pin-curl Formation

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
The tension applied to a pin curl during ribboning gives a smoother flow to the curl.	Pin Curls	Form pin curls on left side in "S" shape formation	Setting lotion
	Slicing		Comb
	Ribboning	Practice making pin-curls by using six selected style patterns	Pictures from magazines
	Finger placement		Model
	Open end curl	Start hair styling reference book	Clips
	Closed end curl		Wave crepe
	Secure ends	Illustrate two pin-curls with open center and two pin curls with closed center	End papers
	Curl mobility		
	Parts of a curl		
	How to secure ends of pin curls correctly		
	Setting lotion and its uses		
	How to use wave crepe and end papers on wiry and very short hair		

HAIRSTYLING
UNIT

Pin-curl Bases
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Pin-curl Bases	The type of foundation or base used for each curl is important in the comb-out.	Bases Square base Oblong base Triangular base Arc base Curl foundations and results obtained	Form three bases of each type on another student Using sketch sheet, block the whole head shapes of pin-curl bases for a selected style Practice pin-curl bases at home using three each of the various bases

HAIRSTYLING
UNIT

Pin-curl Bases
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
he type of foundation r base used for each url is important in he comb-out.	Bases Square base	Form three bases of each type on another student	Comb Clips
	Oblong base Triangular base Arc base	Using sketch sheet, block the whole head into shapes of pin-curl bases for a selected style	Sketch sheets
	Curl foundations and results obtained	Practice pin-curl bases at home using three each of the various bases	

HAIRSTYLING
UNIT

Stem Direction
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Stem Direction	The stem determines the movement and direction of the curl.	Stem direction Forward Reverse Up-stem Down-stem Relationship of setting patterns A comparison of pin curl and stem directions	Practice procedures on manikin Form six pin curls in clockwise direction and six in counter-clockwise direction on manikin Sketch five styles for the purpose of showing stem direction

HAIRSTYLING
UNIT

Stem Direction
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
stem determines movement and ection of the curl.	Stem direction Forward Reverse Up-stem Down-stem Relationship of setting patterns A comparison of pin curl and stem directions	Practice procedures on manikin Form six pin curls in clockwise direction and six in counter-clockwise direction on manikin Sketch five styles for the purpose of showing stem direction	Manikin Comb Clips Setting lotion Standard Textbook of Cosmetology (Kibbe) Transparencies: "Basic Hairstyling I and II" (3M Company)

HAIRSTYLING

UNIT

Cascade Pin Curls

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Cascade Pin Curls	Cascade curls replace the roller in some hair styles.	Cascade pin curls Semi-cascade pin curls Uses for each type of curl	Form nine cascade curl in forward direction on top section of mani Make three cascade and three semi-cascade cu three different models and report results as to type of curl obtai

HAIRSTYLING

UNIT

Cascade Pin Curls

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
scade curls replace e roller in some hair yles.	Cascade pin curls Semi-cascade pin curls Uses for each type of curl	Form nine cascade curls in forward direction on top section of manikin Make three cascade and three semi-cascade curls on three different models and report results as to type of curl obtained	Comb Clips Manikin Setting lotion Standard Textbook of Cosmetology (Kibbe)

HAIRSTYLING
UNIT

Barrel Pin Curls
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Barrel Pin Curls	Barrel curls serve many purposes.	Barrel curls When and why different types of pin curls are used Barrel curls in relation to cascade curls	Bring to class five pictures of various types of pin curls for comparison On sketch sheet, illustrate how a ba curl is used as a fill-in curl with rollers

HAIRSTYLING
UNIT

Barrel Pin Curls
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
rrel curls serve ny purposes.	Barrel curls When and why different types of pin curls are used Barrel curls in relation to cascade curls	Bring to class five pictures of various types of pin curls for comparison On sketch sheet, illustrate how a barrel curl is used as a fill-in curl with rollers	Setting lotion Comb Clips Sketch sheet Standard Textbook of Cosmetology (Kibbe)

HAIRSTYLING
UNIT

Roller Bases
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Roller Bases	An intriguing coiffure can be obtained from the proper use of rollers.	Bases No base Half base Full base Types, kinds and sizes of rollers in relationship to hair lengths	Make three of each kind of base on manikin Using sketch book, draw four of each kind of roller bases with a different size roller on each Collect five pictures o hair styles clipped fro magazines and newspaper depicting the use of rollers to add to reference file

HAIRSTYLING
UNIT

Roller Bases
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ntriguing coiffure be obtained from proper use of ers.	Bases No base Half base Full base Types, kinds and sizes of rollers in relationship to hair lengths	Make three of each kind of base on manikin Using sketch book, draw four of each kind of roller bases with a different size roller on each Collect five pictures of hair styles clipped from magazines and newspapers depicting the use of rollers to add to reference file	Manikin Comb Setting lotion Clips Rollers Transparencies: "Basic Hairstyling II" (3M Company) Standard Textbook of Cosmetology (Kibbe)

HAIRSTYLING
UNIT

Roller Direction
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Roller Direction	The importance of the roller direction cannot be overstressed.	Roller direction Vertical Horizontal Forward Reverse Neutral Angled Clip placement Acquiring skills in roller technique	Design and execute a style on a manikin using rollers and pi curls Design style with vertical and horizont roller direction Sketch all five rolle directions in sketch book

HAIRSTYLING

UNIT

Roller Direction

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
he importance of he roller direction annot be over-tressed.	Roller direction Vertical Horizontal Forward Reverse Neutral Angled Clip placement Acquiring skills in roller technique	Design and execute a style on a manikin using rollers and pin curls Design style with vertical and horizontal roller direction Sketch all five roller directions in sketch book	Comb Rollers Standard Textbook of Cosmetology (Kibbe)

HAIRSTYLING
UNIT

Center-part and Side-part Wave
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Center-part and Side-part Wave	Practice makes perfect	Waves Side-part wave Center-part wave Lengths and texture of hair Finger waving Setting lotion in relation to finger waving	Practice center-and side-part waves on manikin Locate pictures on finger waving and choose an attractive style to practice next day

HAIRSTYLING
UNIT

Center-part and Side-part Wave
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ctice makes perfect	Waves Side-part wave Center-part wave Lengths and texture of hair Finger waving Setting lotion in relation to finger waving	Practice center-and side-part waves on manikin Locate pictures on finger waving and choose an attractive style to practice next day	Manikin Comb Setting lotion

HAIRSTYLING
UNIT

Finger Waving
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Angular Finger Waving	Waving is a basic and essential technique to hair styling.	Finger waving Horseshoe wave Swirl-back wave Comparing the various finger wave patterns to be used for State Board Pattern Setting lotion and its use	Practice all phases of finger waving on maniki Bring pictures showing five finger wave patterns depicting different hair styles which use finger waves with direction

HAIRSTYLING
UNIT

Finger Waving
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
g is a basic and tial technique ir styling.	Finger waving Horseshoe wave Swirl-back wave Comparing the various finger wave patterns to be used for State Board Pattern Setting lotion and its use	Practice all phases of finger waving on manikin Bring pictures showing five finger wave patterns depicting different hair styles which use finger waves with direction	Manikin Setting lotion Comb Standard Textbook of Cosmetology (Kibbe)

HAIRSTYLING

UNIT

Thermal or Marcel Iron

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Thermal or Marcel Iron	Manipulative skills are essential to thermal or marcel waving.	Holding and rolling Curl formation Temperature of irons Controlling temperature of irons Sizes Origin of name Effects of heat on hair Reconditioning Safety precuations	Practice techniques on wefts without heat Practice hot curls on wefts Practice skills at home Use rolling and clicking irons

HAIRSTYLING
UNIT

Thermal or Marcel Iron
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
nipulative skills e essential to ermal or marcel ving.	Holding and rolling Curl formation Temperature of irons Controlling temperature of irons Sizes Origin of name Effects of heat on hair Reconditioning Safety precuations	Practice techniques on wefts without heat Practice hot curls on wefts Practice skills at home Use rolling and clicking irons	Wefts Irons Blocks Comb Tissue paper Thermal heater Wig pins *Standard Textbook of Cosmetology* (Kibbe)

HAIRSTYLING
UNIT

Thermal Curling
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Croquignole Curl	"S" is the formation of the croquignole curl.	Croquignole curl Hair analysis Effect of heat on grey hair Safety precautions	Make twelve croquignole curls by using both hot and cold irons Make plans for Hair Style Show using pictures from previous assignment

HAIRSTYLING
UNIT

Thermal Curling
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
S" is the formation f the croquignole url.	Croquignole curl Hair analysis Effect of heat on grey hair Safety precautions	Make twelve croquignole curls by using both hot and cold irons Make plans for Hair Style Show using pictures from previous assignment	Weft Block Comb Heater White paper Wig pins *Standard Textbook of Cosmetology* (Kibbe)

HAIRSTYLING
UNIT

Thermal Curling
DIVISION

Title	Concept	Teacher Presentation	Student Activity	
Bop Bouffant Iron	With the use of the Bop Bouffant Iron, styles are created just for you.	Using the Bop Bouffant Iron End curl Round curl Corrective hair treatments Care of irons	Use Bop Bouffant Iron to make twelve of each of the following weft curls End curl Round curl Sketch favorite style to be used next day	B W H W H B W S C

HAIRSTYLING
UNIT

Thermal Curling
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
h the use of the Bouffant Iron, les are created t for you.	Using the Bop Bouffant Iron End curl Round curl Corrective hair treatments Care of irons	Use Bop Bouffant Iron to make twelve of each of the following weft curls End curl Round curl Sketch favorite style to be used next day	Bop iron Weft Heater White tissue Hard rubber comb Block Wig pins *Standard Textbook of Cosmetology* (Kibbe)

HAIRSTYLING

UNIT

Thermal Curling

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Marcel Iron	Poker curl will swirl into a long curl.	Poker curl Safety practices	Make twelve poker curls on manikin and weft Practice poker curls on sister or young friend

HAIRSTYLING

UNIT

Thermal Curling

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
er curl will rl into a long l.	Poker curl Safety practices	Make twelve poker curls on manikin and weft Practice poker curls on sister or young friend	Block Manikin Weft Wig pins White tissue Iron Hard rubber comb Standard Textbook of Cosmetology (Kibbe)

HAIRSTYLING

UNIT

Thermal Waving

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Thermal Waving	The closest thing to the natural wave	Waves Left-going wave Right-going wave Matching waves Importance of matching waves Life and density of hair Safety precautions	Make left-going and right-going waves with cold iron on weft Make left-going and right-going waves with hot irons on weft Locate six pictures of waves from magazines to add to reference file

HAIRSTYLING

UNIT

Thermal Waving

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
e closest thing to e natural wave	Waves Left-going wave Right-going wave Matching waves Importance of matching waves Life and density of hair Safety precautions	Make left-going and right-going waves with cold iron on weft Make left-going and right-going waves with hot irons on weft Locate six pictures of waves from magazines to add to reference file	Marcel iron Wig block Hard rubber comb Heater White paper Wig pins Standard Textbook of Cosmetology (Kibbe)

HAIRSTYLING

UNIT

Thermal Waving

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Thermal Waving (continued)	Utilizing all waving methods.	Layer methods Shadow waving Hair texture and sectioning Hair growth and replacement	Execute all phases of waving on another student and evaluate Collect twelve pictures of hairstyles depicting the 1930's for hair - styling book

HAIRSTYLING
UNIT

Thermal Waving
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
tilizing all waving ethods.	Layer methods Shadow waving Hair texture and sectioning Hair growth and replacement	Execute all phases of waving on another student and evaluate Collect twelve pictures of hairstyles depicting the 1930's for hair-styling book	Wig block Curling iron Weft comb White paper Wig pins Model

HAIRSTYLING
UNIT
Comb-out
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Comb-out Technique	When properly used, manipulative skills can produce a beautiful comb-out.	Brushing Sectioning to tease Teasing Molding Smoothing Spraying the hair Facial shapes Style suitability	Set hair of model and practice comb-out and evaluate results Sketch four styles in student sketch book

HAIRSTYLING
UNIT
Comb-out
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
properly used, pulative skills produce a beautiful -out.	Brushing Sectioning to tease Teasing Molding Smoothing Spraying the hair Facial shapes Style suitability	Set hair of model and practice comb-out and evaluate results Sketch four styles in student sketch book	Model Comb Brush Spray Rollers Clips Charts: The New Faces (Meek) Transparencies: "Basic Hairstyling I and II" (3M Company) Standard Textbook of Cosmetology (Kibbe)

IMAGE DEVELOPMENT

General Concept

This unit was developed to encourage individuals to create for themselves and for the public a better self-image. The scope of the unit includes charm and poise; hygiene and personality; wardrobe planning and voice cultivation; and guidelines for employment.

As a unit, image development is intended to help in improving one's self-concept and acquiring public confidence. In order to do this, the whole person must be considered--inward and outward. One must feel poised and comfortable before acquiring the ability to portray the image of efficiency and confidence.

Charm and poise, a congenial personality, appropriate dress, a well cultivated voice, and knowledge of job requirements can make the difference between success and failure for the cosmetologist or any other professional.

Personal and public image may be developed by habits of cleanliness, good posture, personal appearance, speech and conduct. It is hoped that this unit will serve as a basis for preparing students to accomplish the goal of creating a better personal and public image.

Objectives

To develop self-motivation for a better image and to acquire an appreciation for a congenial personality.

To understand and be able to apply the principles of visual poise and personality.

To develop and maintain good health and physical fitness by applying the principles of personal hygiene.

To develop a useful basic wardrobe for various occasions which will result in a neat appearance.

To develop a satisfactory speaking voice which will stimulate one to continue improvement of personal development.

To develop the good work habits of honesty, punctuality, dependability and cooperation.

To acquire knowledge of working conditions and wages of the trade.

IMAGE DEVELOPMENT
UNIT

Visual Poise
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Basic Stance	Correct standing posture gives the body balance and eliminates fatigue.	Body balance Eliminating fatigue Types of shoes Arch supports Leg fatigue Aching back Types of shoes which cause Poor posture Malformed feet Leg fatigue Aching back	Discuss the health aspects of personal appearance Practice basic stance position

IMAGE DEVELOPMENT
UNIT

Visual Poise
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ect standing pos- gives the body nce and eliminates gue.	Body balance Eliminating fatigue Types of shoes Arch supports Leg fatigue Aching back Types of shoes which cause Poor posture Malformed feet Leg fatigue Aching back	Discuss the health aspects of personal appearance Practice basic stance position	Illustrative pictures Full length mirror Standard Textbook of Cosmetology (Kibbe) Beautician's Guide to Beauty, Charm and Poise (Milady) Slides: "Visual Poise for Business and Social Success," Series 2 (Milady)

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Corrective Stance	Graceful stance projects self-confidence and poise.	Graceful standing poise Self-confidence derived Practicing the corrective stance position Comparison of stances as they relate to economic groups	Discuss leg types Thin legs Heavy legs Bowed legs Knock-kneed legs Normal legs Practice corrective stance positions Observe complete body alignment with corrective stance in full length mirror

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ful stance pro- self-confidence oise.	Graceful standing poise Self-confidence derived Practicing the corrective stance position Comparison of stances as they relate to economic groups	Discuss leg types Thin legs Heavy legs Bowed legs Knock-kneed legs Normal legs Practice corrective stance positions Observe complete body alignment with corrective stance in full length mirror	Full-length mirror Beautician's Guide to Beauty, Charm and Poise (Milady) Standard Textbook of Cosmetology (Kibbe) Slides: "Visual Poise for Business and Social Success," Series 2 (Milady)

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Basic Hand Positions	"What shall I do with my hands when I stand?"	Basic hand position Relaxation of the hands Good posture from head to toe How correct hand position adds grace to poise Body alignment with basic hand position	Discuss the business benefits derived from personal appearance Practice basic hand position Observe basic hand position Observe body alignment with basic hand position

IMAGE DEVELOPMENT
UNIT
Visual Poise
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
hat shall I do ith my hands when stand?"	Basic hand position Relaxation of the hands Good posture from head to toe How correct hand position adds grace to poise Body alignment with basic hand position	Discuss the business benefits derived from personal appearance Practice basic hand position Observe basic hand position Observe body alignment with basic hand position	Illustrative pictures Full-length mirror Beautician's Guide to Beauty, Charm and Poise (Milady) Slides: "Visual Poise for Business and Social Success," Series 3 (Milady)

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Expressive, Graceful Hand Positions	Hands and their use make emotions come through.	Moods and emotions Hand positions with expression Careers that demand a constant display of the hands Well-groomed hands and neglected hands	Discuss moods and hand positions that express Fear Anxiety Tenseness Relaxation Joy Practice expressive and graceful hand positions Explain what each position expresses Develop a chart showing at least three differen hand positions and report on what each represents

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ds and their use e emotions come ough.	Moods and emotions Hand positions with expression Careers that demand a constant display of the hands Well-groomed hands and neglected hands	Discuss moods and hand positions that express Fear Anxiety Tenseness Relaxation Joy Practice expressive and graceful hand positions Explain what each position expresses Develop a chart showing at least three different hand positions and report on what each represents	Flip chart Mirror Magazines Newspapers Standard Textbook of Cosmetology (Kibbe) Slides: "Visual Poise for Business and Social Success," Series 3 (Milady)

IMAGE DEVELOPMENT
UNIT

Visual Poise
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Walking Correctly	Walk with smooth and elegant grace, any time and any place--learn to walk like a Princess.	Five step practice lines One line walk Two line walk Smooth, graceful walking Hand position for the practice walk Basic stance Basic hand positions Correct body alignment	Discuss methods of walking gracefully, and body balance Practice walk and hand positions Practice walking on one line Practice walking on two lines Practice walking correctly an hour each day in 15 minute interva for five days

IMAGE DEVELOPMENT
UNIT

Visual Poise
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
k with smooth and gant grace, any e and any place-- rn to walk like Princess.	Five step practice lines One line walk Two line walk Smooth, graceful walking Hand position for the practice walk Basic stance Basic hand positions Correct body alignment	Discuss methods of walking gracefully, and body balance Practice walk and hand positions Practice walking on one line Practice walking on two lines Practice walking correctly an hour each day in 15 minute intervals for five days	Mirror Walking lines Slides: "Visual Poise for Business and Social Success," Series 4 (Milady)

IMAGE DEVELOPMENT
UNIT

Visual Poise
DIVISION

Title	Concept	Teacher Presentation	Student Activity
The Walking Pivot	Turn with balance, charm, and grace as you learn to walk at the proper pace.	The walking pivot Foot and hand coordination Body balance with turns	Discuss the following: Walking pivot Turning with balance Foot and hand coordination Practice the walking pivot and coordinating the feet and hands

IMAGE DEVELOPMENT
UNIT

Visual Poise
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
with balance, m, and grace as learn to walk at proper pace.	The walking pivot Foot and hand coordination Body balance with turns	Discuss the following: Walking pivot Turning with balance Foot and hand coordination Practice the walking pivot and coordinating the feet and hands	Mirror Standard Textbook of Cosmetology (Kibbe) Slides: "Visual Poise for Business and Social Success," Series 4 (Milady)

IMAGE DEVELOPMENT
UNIT
Visual Poise
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Sit Correctly	Correct sitting position preserves energy and eliminates general fatigue, and back strain.	Good sitting posture--energy preserving Poor sitting posture--fatigue and back strain Clothes arrangement when sitting	Discuss the following: Good and poor sitting postures Appearance and comfor Fatigue and body strain - health Arrangement of different types of skirts when sitting Practice sitting correctly Arrange clothes properly

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
rrect sitting position preserves ergy and eliminates neral fatigue, and ck strain.	Good sitting posture--energy preserving Poor sitting posture--fatigue and back strain Clothes arrangement when sitting	Discuss the following: Good and poor sitting postures Appearance and comfort Fatigue and body strain - health Arrangement of different types of skirts when sitting Practice sitting correctly Arrange clothes properly	Standard Textbook of Cosmetology (Kibbe) Slides: "Visual Poise for Business and Social Success," Series 5 (Milady)

IMAGE DEVELOPMENT
UNIT

Visual Poise
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Different Sitting Positions	Sitting correctly improves one's appearance. Learn to sit like a lady--don't imitate a frog.	The "T" and "S" sitting positions Approaching the chair Skit--role play Standing Walking to chair Arranging clothes Sitting--changing leg positions after being seated	Discuss the approach to the chair and the different sitting posit Practice standing and approaching the chair and sitting correctly in different positions

IMAGE DEVELOPMENT
UNIT

Visual Poise
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
tting correctly proves one's pearance. Learn to t like a lady-- n't imitate a frog.	The "T" and "S" sitting positions Approaching the chair Skit--role play Standing Walking to chair Arranging clothes Sitting--changing leg positions after being seated	Discuss the approach to the chair and the different sitting positions Practice standing and approaching the chair and sitting correctly in different positions	Instruction sheets for skit Mirror Slides: "Visual Poise for Business and Social Success," Series 5 (Milady)

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Correct Stooping Positions	Don't bend over to pick up objects from the floor.	Correct stooping Incorrect habit of bending over Comparing correct stooping method with bending	Discuss the following: Appearance when stooping Appearance when bending over Advantages of daily practice Practice stooping correctly Observe other students and evaluate stooping procedures

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IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
n't bend over to ck up objects from e floor.	Correct stooping Incorrect habit of bending over Comparing correct stooping method with bending	Discuss the following: Appearance when stooping Appearance when bending over Advantages of daily practice Practice stooping correctly Observe other students and evaluate stooping procedures	Illustrations *Standard Textbook of Cosmetology* (Kibbe)

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Sitting on a Low Stool or Bench	Develop a technique to take you down, when your seat is low and near the ground.	Low seats Method of "landing" gracefully and safely Necessity of learning to sit low	Discuss the following Types of low seats Strength of seats Methods of sitting low Practice the followin Sitting on low seat Approaching the sea Executing the pivot before sitting

IMAGE DEVELOPMENT
UNIT

Visual Poise
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
elop a technique to e you down, when r seat is low and r the ground.	Low seats Method of "landing" gracefully and safely Necessity of learning to sit low	Discuss the following: Types of low seats Strength of seats Methods of sitting low Practice the following: Sitting on low seats Approaching the seat Executing the pivot before sitting	Pictures Low seats Standard Textbook of Cosmetology (Kibbe)

IMAGE DEVELOPMENT
UNIT

Visual Poise
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Getting In and Out of Cars	How nice and graceful looking we are when we know how to get in and out of a car.	Individual experiences in getting in and out of cars Suggested methods of getting out of two-door cars, four-door cars, and compact cars	Observe others getting in and out of cars Describe methods that may be employed Practice getting into and out of available cars

IMAGE DEVELOPMENT
UNIT

Visual Poise
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ice and graceful ng we are when we how to get in and f a car.	Individual experiences in getting in and out of cars Suggested methods of getting out of two-door cars, four-door cars, and compact cars	Observe others getting in and out of cars Describe methods that may be employed Practice getting into and out of available cars	Illustrations Slides: "Visual Poise for Business and Social Success," Series 6 (Milady)

IMAGE DEVELOPMENT
UNIT

Social Posture
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Introductions	Meeting and greeting people is an important social grace.	Introducing people Hand shaking Voice pitch Strength and weaknesses of introductions Types of introductions	Discuss the following: Development of ease and confidence in making introductions Types of introductions Shaking hands Practice introducing two people of the same sex, two people of the opposite sex, and an individual to a group

IMAGE DEVELOPMENT

UNIT

Social Posture

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ng and greeting e is an important l grace.	Introducing people Hand shaking Voice pitch Strength and weaknesses of introductions Types of introductions	Discuss the following: Development of ease and confidence in making introductions Types of introductions Shaking hands Practice introducing two people of the same sex, two people of the opposite sex, and an individual to a group	Pictures Instruction sheets Audio tape Tape recorder

IMAGE DEVELOPMENT
UNIT

Social Posture
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Party and Dinner Manners	Proper etiquette opens the doorway to confidence and poise.	Rules of good etiquette Pros, cons, rights, and wrongs Information for future reference Skit depicting party	Discuss the following Party and dinner manners Meeting new people Introducing friends Practice by role play Improper dress Proper dress Introducing friend Meeting new friend

IMAGE DEVELOPMENT

UNIT

Social Posture

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Proper etiquette opens the doorway to confidence and poise.	Rules of good etiquette Pros, cons, rights, and wrongs Information for future reference Skit depicting party	Discuss the following: Party and dinner manners Meeting new people Introducing friends Practice by role playing Improper dress Proper dress Introducing friends Meeting new friends	Instruction sheets Party attire

[illegible]

[illegible]

[illegible]

[illegible]

Title	Concept	[illegible]	[illegible]
Entering an Open Doorway	When a charming woman enters an open doorway, it is nice to know the "Picture Pose."	Methods of entering an open doorway	[illegible]
Leaving Through an Open Doorway	As a charming lady you must know how to leave through an open doorway.	Walking Body movement Standing position Pivot position Leaving a room	[illegible]

IMAGE DEVELOPMENT
UNIT
Social Posture
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
When a charming woman enters an open doorway, it is nice to know the "Picture Pose."	Methods of entering an open doorway	Discuss maintaining good posture and entering with confidence Practice making an entrance to a room, selecting a seat, and sitting down	Pictures Slides: "Visual Poise for Business and Social Success," Series 7 (Milady)
As a charming lady you must know how to leave through an open doorway.	Departing Body balance Standing posture Pivot execution Leaving a room	Observe individuals body alighment when leaving room Discuss when and how to leave a room and body balance and grace Practice standing, turning, and leaving	Pictures Mirror Slides: "Visual Poise for Business and Social Success," Series 7 (Milady)

IMAGE DEVELOPMENT
UNIT

Handling.Personal Belongings
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Coats and Stoles	Coats and stoles may be handled with skill and grace.	Methods of handling wraps	Discuss getting in an out of wraps Practice the followin Putting on and taki off a coat Putting on and taki off a stole Stole arrangements
Gloves and Handbags	Handbags and gloves can be carried gracefully.	Types of gloves and handbags Methods of handling	Practice the followin Putting on and taki off gloves Walking -- carryin small handbags Walking -- carryin large handbags

IMAGE DEVELOPMENT

UNIT

Handling Personal Belongings

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
oats and stoles may e handled with skill nd grace.	Methods of handling wraps	Discuss getting in and out of wraps Practice the following: Putting on and taking off a coat Putting on and taking off a stole Stole arrangements	Coats and stoles Slides: "Visual Poise for Business and Social Success," Series 10 and 11 (Milady)
ndbags and gloves n be carried acefully.	Types of gloves and handbags Methods of handling	Practice the following: Putting on and taking off gloves Walking -- carrying small handbags Walking -- carrying large handbags	Gloves and handbags Slides: "Visual Poise for Business and Social Success," Series 13 and 14 (Milady)

IMAGE DEVELOPMENT
UNIT
Social Posture
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Stair Techniques	Learn to negotiate steps with grace and confidence.	Techniques for ascending and descending stairs Flexibility of knees Foot placement on narrow stairs	Discuss the following: Stair rules Things to do Things to avoid Practice walking up and down steps
Cigarette Etiquette	Smokers should respect the rights and feelings of others.	Cigarette techniques When and where to smoke Health aspects	Discuss the following: Smoking etiquette Smoking privileges Smoking restrictions Rules to remember

IMAGE DEVELOPMENT
UNIT
Social Posture
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
earn to negotiate teps with grace nd confidence.	Techniques for ascending and descending stairs Flexibility of knees Foot placement on narrow stairs	Discuss the following: Stair rules Things to do Things to avoid Practice walking up and down steps	Available steps Slides: "Visual Poise for Business and Social Success," Series 9 (Milady)
mokers should respect he rights and eelings of others.	Cigarette techniques When and where to smoke Health aspects	Discuss the following: Smoking etiquette Smoking privileges Smoking restrictions Rules to remember	Slides: "Visual Poise for Business and Social Success," Series 12 (Milady)

IMAGE DEVELOPMENT
UNIT

Hygiene and Good Grooming
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Developing the Proper Health Habits	Beauty, attitudes, and spirit are the results of good health habits.	Good health habits Sleeping Eating Exercise Cleanliness Pleasant thoughts Recreation Relaxation Thoughts and emotion influence body activities	List good health habit and check the ones individuals need to improve Make health posters

IMAGE DEVELOPMENT

UNIT

Hygiene and Good Grooming

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Beauty, attitudes, and spirit are the results of good health habits.	Good health habits Sleeping Eating Exercise Cleanliness Pleasant thoughts Recreation Relaxation Thoughts and emotion influence body activities	List good health habits and check the ones individuals need to improve Make health posters	Standard Textbook of Cosmetology (Kibbe)

IMAGE DEVELOPMENT

UNIT

Hygiene and Good Grooming

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Personal Body Cleanliness	Cleanliness is next to godliness.	Personal hygiene Charts for keeping daily cleanliness records	Make personal chart o such things as: Brushing teeth Using mouth wash Bathing daily Using deodorant Shaving Changing underclothes

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IMAGE DEVELOPMENT

UNIT

Hygiene and Good Grooming

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Cleanliness is next to godliness.	Personal hygiene Charts for keeping daily cleanliness records	Make personal chart on such things as: Brushing teeth Using mouth wash Bathing daily Using deodorant Shaving Changing underclothes	Sheets for health charts Standard Textbook of Cosmetology (Kibbe)

IMAGE DEVELOPMENT

UNIT

Hygiene and Good Grooming

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Diets for Good Health, Beautiful Skin, and a Good Figure	You are what you eat.	Talk by representative from dairy council or teacher on nutrition and diets Diets for good health	Plan menus from the five food groups Discuss the following: Menus Why we eat unbalanced diets Causes of overweight and underweight Causes of poor complexion

IMAGE DEVELOPMENT

UNIT

Hygiene and Good Grooming

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
You are what you eat.	Talk by representative from dairy council or teacher on nutrition and diets Diets for good health	Plan menus from the five food groups Discuss the following: Menus Why we eat unbalanced diets Causes of overweight and underweight Causes of poor complexion	Pamphlets on diet and nutrition

IMAGE DEVELOPMENT
UNIT
Hygiene and Good Grooming
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Good Grooming Habits	Appearance is the best advertisement.	What a well groomed person would wear and do in public	Demonstrate poor grooming and good grooming Observe good groomi as shown in: Store windows Catalogues Magazines Bring pictures to class of well-groomed model

IMAGE DEVELOPMENT

UNIT

Hygiene and Good Grooming

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
pearance is the best vertisement.	What a well groomed person would wear and do in public	Demonstrate poor grooming and good grooming Observe good grooming as shown in: Store windows Catalogues Magazines Bring pictures to class of well-groomed model	Pictures Standard Textbook of Cosmetology (Kibbe)

IMAGE DEVELOPMENT

UNIT

How To Get Along With People

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Making Friends Quickly and Easily	Always make the other person feel important.	Ways to make friends Advantages of making friends Disadvantages of not having friends Understanding the cultural patterns of various ethnic groups	Write down eight little phrases that will work in making friends
Getting Out of a Mental Rut	Increase your income by learning to speak effectively and preparing for leadership.	How to get out of a mental rut How to acquire new visions and new ambitions Always strive to improve our standards, education, and motives in life	Review introduction and preface in the bo How To Win Friends An Influence People Make a list of five things you can do to g out of a mental rut List three things not to do

IMAGE DEVELOPMENT

UNIT

How To Get Along With People

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
lways make the ther person feel mportant.	Ways to make friends Advantages of making friends Disadvantages of not having friends Understanding the cultural patterns of various ethnic groups	Write down eight little phrases that will work in making friends	How To Win Friends And Influence People (Carnegie)
ncrease your income y learning to speak ffectively and pre- aring for leader- hip.	How to get out of a mental rut How to acquire new visions and new ambitions Always strive to improve our standards, education and motives in life	Review introduction and preface in the book How To Win Friends And Influence People Make a list of five things you can do to get out of a mental rut List three things not to do	How To Win Friends And Influence People (Carnegie)

IMAGE DEVELOPMENT

UNIT

Responsibilities of the Cosmetologist

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Responsibilities to Shop Owner and Co-worker	Any fool can criticize and complain--and most fools do.	Ethical guide for relationship with management and co-workers Dependability Loyalty Honesty Punctuality Ability	React to comments by the salon owner
		Present shop owner discusses problems encountered with employees and co-workers	
		The Cosmetologist's Code of Ethics	Review Cosmetologi Code of Ethics and State Board Rules and Regulations

IMAGE DEVELOPMENT

UNIT

Responsibilities of the Cosmetologist

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ny fool can criticize nd complain--and most ools do.	Ethical guide for relationship with management and co-workers Dependability Loyalty Honesty Punctuality Ability Present shop owner discusses problems encountered with employees and co-workers	React to comments by the salon owner	Copies of Cosmetologist's Code of Ethics Speaker (salon owner) *Virginia State Board of Registered Professional Hairdressers*: *Rules and Regulations* (Department of Professional and Occupational Registration)
	The Cosmetologist's Code of Ethics	Review Cosmetologist's Code of Ethics and State Board *Rules and Regulations*	

IMAGE DEVELOPMENT

UNIT

Responsibilities of the Cosmetologist

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Responsibility to the Patron	Make everyone feel important.	Responsibilities of the cosmetologist to the patron Keeping current Being familiar with new methods and new products Considering the patron's desires	Role play Making someone feel important Doing the little things that make the patron happy Create humorous or serious real-life situation on giving the patron what she desires or tactfuly suggesting something more suitable

IMAGE DEVELOPMENT

UNIT

Responsibilities of the Cosmetologist

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Make everyone feel important.	Responsibilities of the cosmetologist to the patron Keeping current Being familiar with new methods and new products Considering the patron's desires	Role play Making someone feel important Doing the little things that make the patron happy Create humorous or serious real-life situation on giving the patron what she desires or tactfuly suggesting something more suitable	Standard Textbook of Cosmetology (Kibbe) How to Win Friends and Influence People (Carnegie)

IMAGE DEVELOPMENT
UNIT

Responsibilities of the Cosmetologist
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Responsibilities to the Professional Organization	Leadership is your goal.	Importance of belonging to and being involved in the professional organization What takes place at meetings Advantages of being a member Types of professional organizations	Participate in a quest and answer period Attend a meeting of th professional group suggested by the teach Evaluate the professio organization's meeting in class

IMAGE DEVELOPMENT
UNIT

Responsibilities of the Cosmetologist
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Leadership is your goal.	Importance of belonging to and being involved in the professional organization	Participate in a question and answer period	Pamphlets and other literature on professional organizations
	What takes place at meetings		Local
	Advantages of being a member	Attend a meeting of the professional group suggested by the teacher	State National
	Types of professional organizations	Evaluate the professional organization's meeting in class	

IMAGE DEVELOPMENT
UNIT

How To Get Along With People
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Handling Complaints	If you want to gather honey, don't kick over the beehive.	Handling complaints tactfully Avoiding arguments Keeping human contacts smooth and pleasant If you are wrong, admit it	Role play Handling complaints tactfully Avoiding arguments Keeping human conta smooth and pleasant Write what to do and say to patron who is being difficult and complaining

IMAGE DEVELOPMENT

UNIT

How To Get Along With People

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
If you want to gather honey, don't kick over the beehive.	Handling complaints tactfully Avoiding arguments Keeping human contacts smooth and pleasant If you are wrong, admit it	Role play Handling complaints tactfully Avoiding arguments Keeping human contacts smooth and pleasant Write what to do and say to patron who is being difficult and complaining	How To Win Friends And Influence People (Carnegie)

IMAGE DEVELOPMENT
UNIT

Wardrobe Planning
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Care of Clothes	Keep clothes in wearable condition. A stitch in time saves nine. "All God's Chillin Got Shoes" -- but what shape are they in?	Proper detergents Correct water temperature Pressing procedures for clothes Mending damaged articles Polishing shoes	Practice the following Washing uniforms Ironing uniforms Mending damaged arti Polishing shoes Role play a well groom and sloopy dressed per
Planning for Neatness and Flattering Lines	Clothing frames the person; this reflects your personality.	Basic wardrobe Comparison of sloppiness and neatness Local clothes buyer to give presentation on flattering lines	Plan basic wardrobe Observe current catalog for personal choic of style and flatterin lines Compare individuals in group to check for correct lines

IMAGE DEVELOPMENT
UNIT

Wardrobe Planning
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
eep clothes in wear- ble condition.	Proper detergents Correct water temperature	Practice the following: Washing uniforms	Detergents Washing machine
stitch in time saves ine.	Pressing procedures for clothes	Ironing uniforms Mending damaged articles Polishing shoes	Clothes dryer Iron Ironing board
All God's Chillin Got hoes" -- but what hape are they n?	Mending damaged articles Polishing shoes	Role play a well groomed and sloopy dressed person	Needle Thread Shoe Polish
Clothing frames the person; this reflects your personality.	Basic wardrobe	Plan basic wardrobe	Current catalog
	Comparison of sloppiness and neatness	Observe current catalog for personal choice of style and flattering lines	Beautician's Guide to Beauty, Charm and Poise (Milady)
	Local clothes buyer to give presentation on flattering lines	Compare individuals in group to check for correct lines	

IMAGE DEVELOPMENT
UNIT

Wardrobe Development
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Clothing Inventory	Beauty is as beauty does.	Twelve basic personality types in clothing Selecting wardrobe for particular individual	Observe and decide for individual Best color Flattering lines Style Most serviceable Accessories needed Fragrance needed Display an ensemble considering best qualities for individua

IMAGE DEVELOPMENT
UNIT

Wardrobe Development
DIVISION

Concept	**Teacher Presentation**	**Student Activity**	**Teaching Aids**
Beauty is as beauty does.	Twelve basic personality types in clothing Selecting wardrobe for particular individual	Observe and decide for individual Best color Flattering lines Style Most serviceable Accessories needed Fragrance needed Display an ensemble considering best qualities for individuals	Catalog Beautician's Guide to Beauty, Charm and Poise (Milady)

IMAGE DEVELOPMENT

UNIT

Wardrobe Planning

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Clothing Budget and Shopping Habits	Quality is the only bargain.	Good shopping habits	List good shopping hab
		Buying fashion-wise but avoiding fads	Give examples of money wasted on fads
			Develop wardrobe from current catalog using $100 budget
Accessories	Dress up or dress down your ensemble.	Dressing up	Dress model for various occassions
		Accessories	

IMAGE DEVELOPMENT
UNIT

Wardrobe Planning
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Quality is the only bargain.	Good shopping habits Buying fashion-wise but avoiding fads	List good shopping habits Give examples of money wasted on fads Develop wardrobe from current catalog using $100 budget	Catalog
Dress up or dress down your ensemble.	Dressing up Accessories	Dress model for various occassions	Model Clothes Beautician's Guide to Beauty, Charm and Poise (Milady)

IMAGE DEVELOPMENT
UNIT

Wardrobe Planning
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Fragrances	A fragrance is the perfect final touch.	Use of proper deodorant Proper application of fragrance Proper choice of fragrance Personality Occasion	Practice the followin Using deodorant Applying fragrances Choosing fragrance Discuss why personali and different occasio play a part in choosi a fragrance Compare fragrances listed by students having different personalities

IMAGE DEVELOPMENT
UNIT

Wardrobe Planning
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
fragrance is the erfect final touch.	Use of proper deodorant Proper application of fragrance Proper choice of fragrance Personality Occasion	Practice the following: Using deodorant Applying fragrances Choosing fragrance Discuss why personality and different occasions play a part in choosing a fragrance Compare fragrances listed by students having different personalities	Perfume (samples from beauty supply salesman) *Beautician's Guide to Beauty, Charm and Poise* (Milady)

IMAGE DEVELOPMENT

UNIT

Speaking

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Conversational Charm	Conversational charm builds business and makes friends.	Characteristics of charming conversationalist Topics of conversation Topics to avoid Manners When to speak When to listen Need for training even a normal voice	Play act by using an argumentative, slang conversation--revertin to pleasant soft spoke conversation Practice skits using good and poor manners List positive and negative qualities of voice
Voice Cultivation	The voice is an index of your personality.	Enunciation and pronunciation Using tape recorder Goals for improving voice	Practice enunciation and pronunciation Make two-minute jingl on tape recorder

IMAGE DEVELOPMENT
UNIT

Speaking
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
nversational charm ilds business and kes friends.	Characteristics of charming conversationalist	Play act by using an argumentative, slang conversation--reverting to pleasant soft spoken conversation	Standard Textbook of Cosmetology (Kibbe)
	Topics of conversation		Beautician's Guide to Beauty, Charm and Poise (Milady)
	Topics to avoid	Practice skits using good and poor manners	
	Manners		
	When to speak	List positive and negative qualities of voice	
	When to listen		
	Need for training even a normal voice		
e voice is an index your personality.			Tape recorder
	Enunciation and pronunciation	Practice enunciation and pronunciation	Beautician's Guide to Beauty, Charm and Poise (Milady)
	Using tape recorder	Make two-minute jingle on tape recorder	
	Goals for improving voice		

IMAGE DEVELOPMENT
UNIT

Speaking
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Voice Cultivation (continued)		Music scale	Compare different tones, pitches, and strengths
Necessary components in a successful address to groups	Your voice conveys the real you.	What the voice conveys to your audience	Prepare and present a three-minute speech
		Intelligence	Critique other students' speeches to understand your faults
		Sincerity	
		Friendliness	
		Expressiveness	
		Conviction	Practice gestures used to clarify, emphasize, and reveal attitudes
	"Word power motivates."	Components of a speech	
		Value of speech	
		Gestures used to	
		Clarify	
		Emphasize	
		Reveal attitudes	

IMAGE DEVELOPMENT
UNIT

Speaking
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Music scale	Compare different tones, pitches, and strengths	
r voice conveys the you.	What the voice conveys to your audience	Prepare and present a three-minute speech	Standard Textbook of Cosmetology (Kibbe)
	Intelligence	Critique other students' speeches to understand your faults	Beautician's Guide to Beauty, Charm and Poise (Milady)
	Sincerity		
	Friendliness		
	Expressiveness		
	Conviction	Practice gestures used to clarify, emphasize, and reveal attitudes	
rd power motivates."	Components of a speech		
	Value of speech		
	Gestures used to		
	Clarify		
	Emphasize		
	Reveal attitudes		

IMAGE DEVELOPMENT
UNIT

Guide for Employment
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Preparing For a Job Interview	Put your best foot forward.	Job interview	Role play for proper approach to employer
		Correct dress	
		Well-groomed look	
		Correct make-up	
		Conservative clothing	
		Attitude and behavior toward prospective employer	Evaluate voice tone and vocabulary
		Voice and poise	
		Acknowledging the interview	
Preparing a Resume'	A resume' should be a word picture.	Preparing a resume Vital statistics Educational background Work experience	Write report of self-evaluation, including ambitions and long-range plans
		Occupational goals	
	No one can make you over.		

IMAGE DEVELOPMENT

UNIT

Guide for Employment

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ut your best foot orward.	Job interview	Role play for proper approach to employer	Tape recorder
	Correct dress		Speaker from employment office
	Well-groomed look		
	Correct make-up		
	Conservative clothing		
	Attitude and behavior toward prospective employer	Evaluate voice tone and vocabulary	
	Voice and poise		
	Acknowledging the interview		
resume' should be word picture.	Preparing a resume Vital statistics Educational background Work experience	Write report of self-evaluation, including ambitions and long-range plans	
one can make you er.	Occupational goals		

IMAGE DEVELOPMENT

UNIT

Guide for Employment

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Preparing a Resume' (Continued)		Format for a resume' Need for brevity	Prepare a resume' for a prospective employer
Applying Sales Principles	The "grab-what-you-can" operator is just another failure.	Greeting patron Professional attitude Why patrons buy Selling "asked" for services Applying sales principles Selling additional services and products	Make a sales pitch fo an added service Prepare a list of sma things to do for patr
Selecting a Job	Before accepting a position consider all factors.	Types of jobs available in the cosmetology field General operator Specialist Jobs which require a license Jobs which do not require a license	List various types of jobs available and lo Write a short summary of a favorite phase c work in cosmetology

IMAGE DEVELOPMENT
UNIT

Guide for Employment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Format for a resume'	Prepare a resume' for a prospective employer	
	Need for brevity		
e "grab-what-you-n" operator is just other failure.	Greeting patron	Make a sales pitch for an added service	Trade journals
	Professional attitude	Prepare a list of small things to do for patrons	Beautician's Guide to Beauty, Charm and Poise (Milady)
	Why patrons buy		
	Selling "asked" for services		
	Applying sales principles		
	Selling additional services and products		
efore accepting a sition consider all ctors.	Types of jobs available in the cosmetology field	List various types of jobs available and locales	Local newspapers Trade journals
	General operator	Write a short summary of a favorite phase of work in cosmetology	
	Specialist		
	Jobs which require a license		
	Jobs which do not require a license		

IMAGE DEVELOPMENT
UNIT

Guide for Employment
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Selecting a Job (Continued)		Employment opportunities in local areas, in department stores, and in large city salons	
Approaching the Employer	Fruitful endeavor and ethical behavior are foundations for a happy life.	Approach to: Receptionist Shop owner Employment office Personnel Private employment offices Attitude and behavior toward prospective employer Voice and poise Show of confidence in ability Dress Chewing gum Smoking	Role play for proper approach to employer

IMAGE DEVELOPMENT
UNIT

Guide for Employment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Employment opportunities in local areas, in department stores, and in large city salons		
itful endeavor and ical behavior are ndations for a py life.	Approach to:	Role play for proper approach to employer	
	Receptionist		
	Shop owner		
	Employment office		
	Personnel		
	Private employment offices		
	Attitude and behavior toward prospective employer		
	Voice and poise		
	Show of confidence in ability		
	Dress		
	Chewing gum		
	Smoking		

IMAGE DEVELOPMENT
UNIT

Guide for Employment
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Completing Forms	Completing forms and applications is very important.	Proper way to complete forms : Job application Social Security Income tax Business laws	Practice completing forms

IMAGE DEVELOPMENT

UNIT

Guide for Employment

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ompleting forms and pplications is very mportant.	Proper way to complete forms : Job application Social Security Income tax Business laws	Practice completing forms	Types of forms Appropriate references Forms from: Internal Revenue Service Social Security Office Employment Office

IMAGE DEVELOPMENT

UNIT

Guide for Employment

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Working Conditions	Know where the jobs are and how to get them	Obligation of employee	Discuss obligations of employees and employers
		Efficient work	
		Punctuality	
		Loyalty	
		Integrity	
		Obligation of employer	
		Observe Laws	Report on minimum wage and hour law in your locality
		Wages	
		Hours	
		Compensation	
		Licensing	

IMAGE DEVELOPMENT
UNIT
Guide for Employment
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
now where the jobs are nd how to get them	Obligation of employee	Discuss obligations of employees and employers	Pamphlets from local industries
	Efficient work		
	Punctuality		
	Loyalty		
	Integrity		
	Obligation of employer		
	Observe Laws	Report on minimum wage and hour law in your locality	
	Wages		
	Hours		
	Compensation		
	Licensing		

PERMANENT WAVING

General Concept

From the beginning of time the woman who wanted to be admired would go to any length to make herself beautiful. The women of ancient Egypt got their permanent waves with the use of orangewood sticks, mud from the Nile, and heat from the desert sun. Now, years of research, experimentation, and practical experience have produced quality products and perfected techniques with unparalleled progress.

This unit contains activities which will provide the student with an opportunity to develop the techniques necessary for individualized permanent waving, from a slight bend or body wave to one of luxuriant curliness.

Objectives

To develop the skills necessary for giving a cold wave.

To understand the basic theory involved in permanent waving.

To acquire judgement in the selection of permanent waving solutions and rods most suitable for the type and texture of hair to be waved.

To develop the ability to correct hair problems resulting from a faulty permanent.

To learn to select, care for, and use the commercial products used in permanent waving.

To acquire knowledge about and develop ability in applying the techniques of salesmanship.

PERMANENT WAVING
UNIT
Cold Wave
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Introduction to Cold Waving	Cold waving lotion permanently causes a change in the molecular structure of the hair shaft.	History of the development of the cold wave Molecular structure of the hair Structural change in the hair Comparison of curl wound with water and curl wound with cold wave lotion Evaluating the results	Practice rolling manikin with permanen wave rods Review change in the structure of the hair shaft

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ld waving lotion rmanently causes a nge in the lecular structure the hair shaft.	History of the development of the cold wave Molecular structure of the hair Structural change in the hair Comparison of curl wound with water and curl wound with cold wave lotion Evaluating the results	Practice rolling manikin with permanent wave rods Review change in the structure of the hair shaft	Lectures in Hair Structures and Chemistry (Powitt) Cold wave lotion Cold wave rods Applicator bottle Comb

PERMANENT WAVING
UNIT

Cold Wave
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Basic Sectioning	Uniform wave patterns are characteristics of good hair sectioning which saves time and permits ease of winding.	Basic sectioning Uniform partings Advantages of sectioning	Section manikin for a basic permanent wave Draw pattern of basic sectioning on sketch sheet
Stylized Sectioning Patterns	Each style requires its own sectioning pattern.	Choice of sectioning is dependent on: Hair texture Density Length Contour of the head Wave pattern desired	Draw pattern of basic sectioning for a particular style

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Uniform wave patterns are characteristics of good hair sectioning which saves time and permits ease of winding.	Basic sectioning Uniform partings Advantages of sectioning	Section manikin for a basic permanent wave Draw pattern of basic sectioning on sketch sheet	Manikin Sketch sheets
Each style requires its own sectioning pattern.	Choice of sectioning is dependent on: Hair texture Density Length Contour of the head Wave pattern desired	Draw pattern of basic sectioning for a particular style	Comb Clips Pictures for style

PERMANENT WAVING
UNIT

Cold Wave
DIVISION

Title	**Concept**	**Teacher Presentation**	**Student Activity**
Winding	The perfect ending is a good beginning as the hair is wrapped.	Basic sectioning Horizontal sectioning Position of rods Winding on manikin Reaction of curl to size of rod Chemical reaction of permanent wave on structure of hair shaft Chemical base of permanent wave lotion	Wind entire head of hair on manikin Wind partner's hair for a pre-selected style Select proper rods for the model's hair texture, porosity, length, and density

PERMANENT WAVING
UNIT

Cold Wave
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
perfect ending good beginning he hair is ped.	Basic sectioning Horizontal sectioning Position of rods Winding on manikin Reaction of curl to size of rod Chemical reaction of permanent wave on structure of hair shaft Chemical base of permanent wave lotion	Wind entire head of hair on manikin Wind partner's hair for a pre-selected style Select proper rods for the model's hair texture, porosity, length, and density	Manikin Rods Clips Comb End papers Instruction sheet

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Title	**Concept**	**Teacher Presentation**	**Student Activity**
Application of the Wave Lotion	Correct application of wave lotion to the hair assures an even curl.	Winding a manikin and protecting hairline Application of lotion Rewetting Protecting the skin and scalp from cold wave solution	Conduct mock procedure: Wind entire head Prepare hairline Apply lotion

PERMANENT WAVING
UNIT

Cold Wave
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
orrect application f wave lotion to he hair assures an ven curl.	Winding a manikin and protecting hairline Application of lotion Rewetting Protecting the skin and scalp from cold wave solution	Conduct mock procedure: Wind entire head Prepare hairline Apply lotion	Applicator bottle Lotion Gloves Cream Manikin Head band

PERMANENT WAVING
UNIT

Cold Wave
DIVISION

Title	**Concept**	**Teacher Presentation**	**Student Activity**
Application of the Neutralizer	Proper neutralization is the final step.	Preparing neutralizer (if necessary) Rinsing hair Blotting Applying neutralizer Timing Rinsing Removing rods and rinsing if required Chemical changes in the molecular structure of the hair Ability of the hair to absorb moisture Saturation point Type of neutralizer on the market Safety precautions	Conduct mock procedure: Rinse Blot Apply neutralizer Time Remove rods Final rinse

PERMANENT WAVING
UNIT

Cold Wave
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
roper neutralization the final step.	Preparing neutralizer (if necessary) Rinsing hair Blotting Applying neutralizer Timing Rinsing Removing rods and rinsing if required Chemical changes in the molecular structure of the hair Ability of the hair to absorb moisture Saturation point Type of neutralizer on the market Safety precautions	Conduct mock procedure: Rinse Blot Apply neutralizer Time Remove rods Final rinse	Neutralizer Manikin

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Test Curl	The depth of the ridge reflects the strength of the curl.	Using two medium size rods and two regular size rods, discuss applying lotion, timing, rinsing, neutralizing, and rinsing How to read a test curl correctly and incorrectly Porosity Texture Density Elasticity Effects of the neutralizer on the "S" and "H" bonds of the hair shaft	Make two test curls on the manikin and vary timing Note difference of processing time and amount of curl strength

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Concept	**Teacher Presentation**	**Student Activity**	**Teaching Aids**
depth of the ridge flects the strength the curl.	Using two medium size rods and two regular size rods, discuss applying lotion, timing, rinsing, neutralizing, and rinsing How to read a test curl correctly and incorrectly Porosity Texture Density Elasticity Effects of the neutralizer on the "S" and "H" bonds of the hair shaft	Make two test curls on the manikin and vary timing Note difference of processing time and amount of curl strength	Manikin Comb Rods End papers Wave lotion

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Selecting the Permanent Wave	Consulting with the patron as to amount of curl desired and cost of service eliminates guess work and misunderstanding.	Available permanent wave products Different lotions Resistant Normal Mild Extra mild Natural curl tendencies Porosity of hair Texture of hair Elasticity of hair Condition of hair Advantages of the available lotions and the cost of each permanent wave	Test the strength of lotion with litmus paper showing pH facto Bring to class an advertisement for permanent waves from newspaper or magazine and compare prices List the permanent wave products of various manufacturers the selection of lotions offered by each; the price ranges; and claims of each commercial product Advise partner as to type of permanent most suitable for her hair and within her price range

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
sulting with the ron as to amount curl desired and t of service inates guess work misunderstanding.	Available permanent wave products Different lotions Resistant Normal Mild Extra mild Natural curl tendencies Porosity of hair Texture of hair Elasticity of hair Condition of hair Advantages of the available lotions and the cost of each permanent wave	Test the strength of lotion with litmus paper showing pH factor Bring to class an advertisement for permanent waves from newspaper or magazine and compare prices List the permanent wave products of various manufacturers; the selection of lotions offered by each; the price ranges; and claims of each commercial product Advise partner as to type of permanent most suitable for her hair and within her price range	Lectures in Hair Structure and Chemistry (Powitt) Pamphlets of available permanent wave products from different manufacturers

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Corrective Permanent Wave Techniques	Gain respect of the patron through the use of corrective permanent waving techniques.	Three test curls One - over processed One - under processed One - excessively curly	Compare and evaluate curls processed by instructor
		Method of relaxing tightly curled hair	
		Corrective permanent waving Under-processed Over-processed Frizzy ends Re-waving	List causes of over-processed hair and causes of under-processed hair

PERMANENT WAVING
UNIT
Cold Wave
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ain respect of the atron through the se of corrective ermanent waving echniques.	Three test curls	Compare and evaluate curls processed by instructor	Wave lotion
	One - over processed		Neutralizer
	One - under processed		*Standard Textbook of Cosmetology* (Kibbe)
	One - excessively curly		
	Method of relaxing tightly curled hair		
	Corrective permanent waving	List causes of over-processed hair and causes of under-processed hair	
	Under-processed		
	Over-processed		
	Frizzy ends		
	Re-waving		

PERMANENT WAVING
UNIT
Cold Wave
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Body Wave	To achieve that smooth look, hair must have body...and that kind of body says "perm."	Advantages of the body wave Amount of curl desired Longevity of curl Size of rods Selection of rods Size of horizontal sections Winding techniques Selling techniques Suggested sales approach Advantages of the body wave Chemical reaction on the hair and relation to size of rod	Prepare test curls using three differe size rods and evaluate results

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
chieve that smooth hair must have ..and that kind ody says "perm."	Advantages of the body wave Amount of curl desired Longevity of curl Size of rods Selection of rods Size of horizontal sections Winding techniques Selling techniques Suggested sales approach Advantages of the body wave Chemical reaction on the hair and relation to size of rod	Prepare test curls using three different size rods and evaluate results	Wave lotion Rods End papers

PERMANENT WAVING
UNIT

Cold Wave
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Records	Maintain satisfied customers by referring to the record card.	Record card and customers release form Information required Uses of record card School policies	Complete mock record car Date Name Address Telephone Texture of hair Type of lotion Price of wave Health problems (if any) Curl desired Results Complete mock school release card
Mock Cold Wave Procedure	Judgment for proper rod selection can be developed and speed in winding is acquired through practice.	Rod selection Procedure Record card	

PERMANENT WAVING
UNIT

Cold Wave
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ntain satisfied stomers by referring the record card.	Record card and customers release form Information required Uses of record card School policies	Complete mock record card Date Name Address Telephone Texture of hair Type of lotion Price of wave Health problems (if any) Curl desired Results Complete mock school release card	Record cards Release forms
dgment for proper d selection can be veloped and speed winding is acquired rough practice.	Rod selection Procedure Record card		

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Mock Cold Wave Procedure (Continued)			Determine style, then section and select rods according to finished style desired Evaluate on the followi Rod selection Application of lotion Application of neutralizer Smoothness of wrappin Fishhook ends Time allotment

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
		Determine style, then section and select rods according to finished style desired Evaluate on the following: Rod selection Application of lotion Application of neutralizer Smoothness of wrapping Fishhook ends Time allotment	Manikin End papers Rods Applicator bottle Job sheets

PERMANENT WAVING
UNIT

Cold Wave
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Machineless Waving	Heat waving for the woman who is allergic or still has confidence in machineless waving.	History of heat waving	Discuss heat waving
		Sectioning	Practice giving a mock demonstration on manikin
		Adjusting scalp projectors and spacers	Make survey of shops in local area to see if any of these waves are being given and report findings to class
		Making two test curls	
		Applying waving lotion	
		Winding or wrapping hair	
		Preparing and adjusting heating chemical pads	
		Steaming curls	
		Cooling hair	
		Unwinding hair and rinsing	
		Setting and drying hair	
		Effects of heat and alkaline solutions on the hair shaft	
		Pull burns	
		Chemical burns	
		Safety precautions	

PERMANENT WAVING
UNIT

Cold Wave
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
t waving for the an who is allergic still has confidence machineless waving.	History of heat waving Sectioning Adjusting scalp projectors and spacers Making two test curls Applying waving lotion Winding or wrapping hair Preparing and adjusting heating chemical pads Steaming curls Cooling hair Unwinding hair and rinsing Setting and drying hair Effects of heat and alkaline solutions on the hair shaft Pull burns Chemical burns Safety precautions	Discuss heat waving Practice giving a mock demonstration on manikin Make survey of shops in local area to see if any of these waves are being given and report findings to class	Manikin Protectors Spacers Rods Smoothing pin Lotion Pads Hand blower

PROFESSIONAL MAKEUP

General Concept

Professional makeup is a very specialized branch for the professional cosmetologist. The number of beauty salons offering makeup service has increased with the shop owners' realization that this can be an additional source of income as well as an extra service for patrons. The emphasis on professional makeup is extending from the exclusive beauty salon and television, photography and movie studio to the smaller local salon.

The professional cosmetologist must be able to advise patrons on makeup to compliment current hair styling, hair coloring, and fashion trends. This service will give each patron a new self-assurance that is only possible through a new appearance, as well as prove to be a money-maker for the cosmetologist.

The study of makeup is fascinating and provides an outlet for the creative ability of the cosmetologist. This unit covers the artifices used in creating an illusion of facial beauty.

Objectives

To acquire a knowledge of and develop skill in the artistic application of daytime and evening makeup.

To acquire the knowledge of and develop skill in applying corrective makeup to minimize facial defects and/or to emphasize features of beauty.

To develop skill in the application of artificial eyelashes.

To acquire knowledge of the different types of makeup available for theatrical work and how to apply these with skill.

To become familiar with makeup used in photography and television.

To understand the various preparations and to develop skill in each method of temporary hair removal.

To develop skill in the proper selection of colors which compliment skin tones.

To acquire knowledge of the various commercial products available and the proper use of these products.

PROFESSIONAL MAKEUP
UNIT

Hair Removal
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Eyebrow Tweezing (Epilation)	Well shaped brows add to the beauty of the face.	Technique for removing hair of brows and implements and materials to be used	Demonstrate procedure
		Correct tweezing	
Eyebrow Shaping	Correct shaping has a marked effect on the beauty of the face.	Wax depilatory	Cut from magazines pictures of changin fashions of brows and bring to class
		Lengths of brows	
		Shapes of brows	
		Dramatic shapes	
		Corrective shapes	
		Changing fashions	
		Safety precautions	

PROFESSIONAL MAKEUP
UNIT

Hair Removal
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ell shaped brows dd to the beauty f the face.	Technique for removing hair of brows and implements and materials to be used	Demonstrate procedure	Chart Tissue
	Correct tweezing		Emollient cream
orrect shaping has a arked effect on the eauty of the face.	Wax depilatory	Cut from magazines pictures of changing fashions of brows and bring to class	Hot water
	Lengths of brows		Tweezers
	Shapes of brows		Astringent
	Dramatic shapes		Eyebrow pencil
	Corrective shapes		Brush-on eyebrow cosmetics
	Changing fashions		Wax depilatory
	Safety precautions		

PROFESSIONAL MAKEUP
UNIT

Hair Removal
DIVISION

Title	**Concept**	**Teacher Presentation**	**Student Activity**
Temporary Removal of Superfluous Hair	Thousands of women devote much of their time and money to treatment and removal of superfluous hair.	Types of treatments for superfluous hair Hot and cold wax Depilatories Electrolysis Removing hair with a commerical depilatory Hair removal Lip area Legs Arms Manufacturer's instructions Skin allergies Suggested sales approach Safety precautions	Remove hair on lip with either hot or cold wax Remove hair on legs with depilatory and/or wax Visit electroylsis studio or invite guest artist to demonstrate procedures Role play sales approach as operator-patron Compare Use of each available product Time consumed and results

PROFESSIONAL MAKEUP
UNIT

Hair Removal
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
usands of women de- e much of their time money to treatment removal of super- ous hair.	Types of treatments for superfluous hair Hot and cold wax Depilatories Electrolysis Removing hair with a commerical depilatory Hair removal Lip area Legs Arms Manufacturer's instructions Skin allergies Suggested sales approach Safety precautions	Remove hair on lip with either hot or cold wax Remove hair on legs with depilatory and/or wax Visit electroylsis studio or invite guest artist to demonstrate procedures Role play sales approach as operator-patron Compare Use of each available product Time consumed and results	Standard Textbook of Cosmetology (Kibbe) Cosmetology: The Keystone Guide to Beauty Culture (Colletti)

PROFESSIONAL MAKEUP

UNIT

Daytime Makeup

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Foundation, Powder, and Cheek Color	Good facial makeup is an art requiring constant study and practical experience.	History of cosmetics Ancient trends Modern trends Purpose of cosmetics Chemistry in cosmetics Preparation of foundation, powder and cheek color	Prepare written report, "Beauty Through the Ages" Participate in field trip to museum to study cosmetics and beauty supplies used through the ages Using trade journals or publications, make a booklet on proper makeup for various age groups and current trends

PROFESSIONAL MAKEUP
UNIT

Daytime Makeup
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
od facial makeup is art requiring nstant study and actical experience.	History of cosmetics Ancient trends Modern trends Purpose of cosmetics Chemistry in cosmetics Preparation of foundation, powder and cheek color	Prepare written report, "Beauty Through the Ages" Participate in field trip to museum to study cosmetics and beauty supplies used through the ages Using trade journals or publications, make a booklet on proper makeup for various age groups and current trends	Foundations Powders Cheek colors Standard Textbook of Cosmetology (Kibbe) Trade journals

PROFESSIONAL MAKEUP
UNIT

Daytime Makeup
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Daytime Eye Makeup	Facial contours can be improved by proper eye makeup.	Types of eye makeup Eye shadow Eyeliner Mascara Brush on eyebrow makeup Comparison of the natural look and the sophisticated look How eye shades can be changed by optical illusion Safety precautions	Choose eye makeup to be used for a specific individual Practice using a mirror that has different light settings --daytime, evening, and office Apply makeup on another student

PROFESSIONAL MAKEUP
UNIT

Daytime Makeup
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ial contours can improved by per eye makeup.	Types of eye makeup Eye shadow Eyeliner Mascara Brush on eyebrow makeup Comparison of the natural look and the sophisticated look How eye shades can be changed by optical illusion Safety precautions	Choose eye makeup to be used for a specific individual Practice using a mirror that has different light settings --daytime, evening, and office Apply makeup on another student	Eye shadow Eyeliner Mascara Brush on eyebrow makeup Charts Lighted mirror Model

PROFESSIONAL MAKEUP
UNIT

Evening Makeup
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Evening Eye Makeup	Eyes are windows to the soul--glamorous eyes may spin enchanting doors.	Types of eye makeup Eye shadow Eyeliner Mascara Brush on eyebrow makeup Balance and proportion Ways and means of determining which cosmetics are needed for different type models Effect of artifical lights on color Lighted mirrors Safety precautions Sales promotion (extra services can be an asset)	Choose evening eye makeup for use Practice using lighted mirror Make up a model's eyes in class and have other students check the finished product Discuss estimated shop income derived from the service and the prestige value of such services to the beauty salon

PROFESSIONAL MAKEUP
UNIT

Evening Makeup
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
es are windows to e soul--glamorous es may spin chanting doors.	Types of eye makeup Eye shadow Eyeliner Mascara Brush on eyebrow makeup Balance and proportion Ways and means of determining which cosmetics are needed for different type models Effect of artifical lights on color Lighted mirrors Safety precautions Sales promotion (extra services can be an asset)	Choose evening eye makeup for use Practice using lighted mirror Make up a model's eyes in class and have other students check the finished product Discuss estimated shop income derived from the service and the prestige value of such services to the beauty salon	Eye shadow Eyeliner Mascara Brush on eyebrow makeup Lighted mirror Model

PROFESSIONAL MAKEUP
UNIT
Daytime and Evening Makeup
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Application of Lipstick	Lips! From this feature come words, smiles, kisses.	How to create correct lines for lips Choosing shades Coordinating shades with costume and skin Outlining lips with lipbrush Deep color to outline Light color to fill in Sanitation	Outline lips and blot on paper for outline and correction Practice using lipbrush

PROFESSIONAL MAKEUP
UNIT
Daytime and Evening Makeup
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ps! From this ature come words, iles, kisses.	How to create correct lines for lips Choosing shades Coordinating shades with costume and skin Outlining lips with lipbrush Deep color to outline Light color to fill in Sanitation	Outline lips and blot on paper for outline and correction Practice using lipbrush	Lipsticks Liquid lip rouge Lipbrushes Tissue Cream Cosmetology: The Keystone Guide to Beauty Culture (Colletti)

PROFESSIONAL MAKEUP

UNIT

Day and Evening Makeup

DIVISION

Title	**Concept**	**Teacher Presentation**	**Student Activity**
Corrective Makeup	The total effect, not the individual cosmetic, should be admired.	Basic makeup steps Makeup shadows and highlighteners are used to create optical illusions Measuring a face Overall length Width--jawline and cheek area Width--temple area and forehead Basic structure and shape of the face	Make up one half of a model's face using corrective makeup Trace partners face wit magic marker or lipstic and measure

PROFESSIONAL MAKEUP

UNIT

Day and Evening Makeup

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
The total effect, not the individual cosmetic, should be admired.	Basic makeup steps Makeup shadows and highlighteners are used to create optical illusions Measuring a face Overall length Width--jawline and cheek area Width--temple area and forehead Basic structure and shape of the face	Make up one half of a model's face using corrective makeup Trace partners face with magic marker or lipstick and measure	Towels Draping cloth Cleansing cream Tissues Cotton pledgets Spatula Astringent Foundation bases Rouge Powder Eye shadow Pencil, liner, and mascara

PROFESSIONAL MAKEUP
UNIT

Artificial Eyelashes
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Artificial Eyelashes	Artificial eyelashes can accentuate the natural beauty, color, and depth of the eyes.	Application of a single lash Trimming of lashes Single eyelash service Original application Replacement of lost lashes--every 3 to 4 weeks Different types of lashes Human hair Animal hair Plastic	Apply lashes Compare and discus the effects of each method of eye lash application and the cost of each service in a beauty salon Bring photographs of screen stars to illustrate the various effects th can be achieved with artificial lashes
	For speed of application and repeat retail sales, the strip eyelashes are most advantageous.	Application of strip lashes Advantages of single eyelash and strip eyelash Comparison of application time with the service charge for each type of artificial eyelash	

PROFESSIONAL MAKEUP
UNIT

Artificial Eyelashes
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
rtificial eyelashes an accentuate the atural beauty, color, nd depth of the yes.	Application of a single lash Trimming of lashes Single eyelash service Original application Replacement of lost lashes--every 3 to 4 weeks Different types of lashes Human hair Animal hair Plastic	Apply lashes Compare and discuss the effects of each method of eyelash application and the cost of each service in a beauty salon Bring photographs of screen stars to illustrate the various effects that can be achieved with artificial lashes	Single lashes Strip lashes Adhesive
or speed of applica- ion and repeat retail ales, the strip eye- ashes are most dvantageous.	Application of strip lashes Advantages of single eyelash and strip eyelash Comparison of application time with the service charge for each type of artificial eyelash		

PROFESSIONAL MAKEUP
UNIT

Stage Makeup
DIVISION

Title	**Concept**	**Teacher Presentation**	**Student Activity**
Foundation	Stage makeup helps reveal character.	Application of everyday makeup	Review "everyday" makeup application
		Color groups and effects on various skin tone in skin makeup	
		Characterizations	Give a characterization
		Stage makeup is greatly exaggerated to project distance	
		Stage makeup counteracts the effect of stage light and distance	
		Applying stage makeup (grease paint and cake makeup)	
		Mixing of colors for foundation of a characterization	
		Cake makeup	
		Advantages and disadvantages of greasepaint and cake makeup	

PROFESSIONAL MAKEUP
UNIT

Stage Makeup
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ge makeup helps re- l character.	Application of everyday makeup Color groups and effects on various skin tone in skin makeup Characterizations Stage makeup is greatly exaggerated to project distance Stage makeup counteracts the effect of stage light and distance Applying stage makeup (grease paint and cake makeup) Mixing of colors for foundation of a characterization Cake makeup Advantages and disadvantages of greasepaint and cake makeup	Review "everyday" makeup application Give a characterization	Stage makeup Sponge Spatula Brush Greasepaint Cake makeup

PROFESSIONAL MAKEUP

UNIT

Stage Makeup

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Shadowing and Highlighting	Creating an illusion can be beneficial.	Principles of shadowing and highlighting	Collect pictures of stage stars for class illustrations
Lip and Cheek Rouge	Rouge suggests temper-mental differences.	Brush-on cake rouge and when to use Moist rouge and when to use How to keep rouge natural looking Applying lip and cheek rouge Sanitation	Use crayons to blend various lip and cheek colors
Powder	Powder sets the whole face.	Types of powder available Which colors to use and when Application of powder	

PROFESSIONAL MAKEUP

UNIT

Stage Makeup

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Creating an illusion can be beneficial.	Principles of shadowing and highlighting	Collect pictures of stage stars for class illustrations	Brush Shading colors
Rouge suggests tempermental differences.	Brush-on cake rouge and when to use Moist rouge and when to use How to keep rouge natural looking Applying lip and cheek rouge Sanitation	Use crayons to blend various lip and cheek colors	Brush Wooden spatula Lip rouge *Stage Makeup* (Corson)
Powder sets the whole face.	Types of powder available Which colors to use and when Application of powder		Powder puff Sponge Brushes

PROFESSIONAL MAKEUP
UNIT
Stage Makeup
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Eye Makeup	Eye makeup beautifies and projects the eyes.	How to coordinate eye makeup for character and personality Colors most often used How to create illusions Puffy eyes Bloodshot eyes Bright eyes Aged eyebrows Weeping effect Safety precaution when applying eye makeup Lighting effects on makeup	Apply makeup using buddy system Apply makeup to characters in school play or "little theat group

PROFESSIONAL MAKEUP

UNIT

Stage Makeup

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ye makeup beautifies nd projects the eyes.	How to coordinate eye makeup for character and personality		
	Colors most often used		
	How to create illusions Puffy eyes Bloodshot eyes Bright eyes Aged eyebrows		
	Weeping effect	Apply makeup using buddy system	Eye shadow
	Safety precaution when applying eye makeup	Apply makeup to characters in school play or "little theatre" group	Mascara Artificial eyelashes
	Lighting effects on makeup		Pencil

PROFESSIONAL MAKEUP

UNIT

Photography and Television

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Photography Makeup	Work for your mirror, not for an audience.	Contrast between stage makeup and photography makeup Cautions Using too much red lip and cheek rouge No lipstick Making up for photograph Discussion of photograph made with Polaroid Camera before and after makeup application	Makeup model to be photographed Visit professional photography studio Read photography magazine

PROFESSIONAL MAKEUP

UNIT

Photography and Television

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
rk for your mirror, t for an audience.	Contrast between stage makeup and photography makeup Cautions Using too much red lip and cheek rouge No lipstick Making up for photograph Discussion of photograph made with Polaroid Camera before and after makeup application	Makeup model to be photographed Visit professional photography studio Read photography magazine	Stage Makeup (Corson) Tools Supplies Professional photographer

PROFESSIONAL MAKEUP
UNIT

Photography and Television Makeup
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Television Makeup	Care is needed with details to permit close-ups.	Television makeup artists Differences and similarities in television and stage makeup Making up models for color television	Participate in field trip to local televisi station Read T.V. Guide Magazi and Modern Beauty Shop Magazine

PROFESSIONAL MAKEUP

UNIT

Photography and Television Makeup

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
are is needed with etails to permit lose-ups.	Television makeup artists	Participate in field trip to local television station	Television makeup artist
	Differences and similarities in television and stage makeup	Read T.V. Guide Magazine and Modern Beauty Shop Magazine	Modern Beauty Shop Magazine
	Making up models for color television		T.V. Guide

SALON MANAGEMENT

General Concept

A career in cosmetology offers varied opportunities of which salon ownership or management may be included. The owner must know the State laws regulating the practice of cosmetology. This individual must, to keep abreast of changes in the field, have the ability to direct personnel, and be aware of the needs of the operator and patron.

A good manager is the nucleus of a successful salon and often serves in the capacity of operator and manager. The manager's responsibilities and duties include maintaining a clean salon, employing and supervising personnel, maintaining morale, promoting good will, inventorying supplies and equipment, decorating the premises, advertising, and keeping records. This position also requires a knowledge of State, Federal and local laws. The responsibilities and duties of a manager vary according to the size and/or type of beauty salon.

An image of the salon is formed as the receptionist greets the patron. Therefore, it is important that the receptionist be well-groomed, possess a pleasing personality, and have a pleasant voice and a good command of the English language. The receptionist not only has full control of the appointment book, but must make judgements in booking each operator. Individuals serving in this capacity can be most helpful in establishing favorable labor-management relationships.

A successful school or beauty salon must maintain a well organized functional dispensary. The duties of the dispensary clerk require a knowledge of all products and how to reduce concentrates, sterilize tools, take inventory, arrange stock, and prepare service trays for students or operators. The dispensary clerk must be familiar with the maintenance of sanitation codes pertinent to a beauty salon and be responsible for the cleanliness of the entire salon.

Material in this unit deals with the responsibilities, duties, and importance of the dispensary clerk, receptionist, manager and/or salon owner.

Objectives

To develop an understanding of the basic principles of successful salon operation.

To develop an awareness of the legal responsibilities of salon owners.

To develop an awareness of the responsibilities of the salon manager.

To develop an understanding of and acquire an appreciation of professional ethics.

To understand the responsibilities of a receptionist and to develop the skills required in this position.

To participate in job experiences related to salon operation.

To acquire a knowledge of the duties of the dispensary clerk and to develop skills necessary for efficient operation of the dispensary.

To understand the importance of sanitation and to acquire a knowledge of the State and local regulations pertaining to sanitation.

SALON MANAGEMENT
UNIT
Dispensary Clerk
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Organize Dispensary	Supplies should be arranged for ease of handling and to facilitate inventory.	Layout of supplies in dispensary Efficient arrangement Equipment Products Labeling Functions of dispensary Importance of dispensary Supplies and equipment necessary for a functional dispensary Dispensary rules	List products necessary for a dispensary List, along with prima use of each, small too and equipment required in a dispensary Arrange dispensary supplies according to need

SALON MANAGEMENT
UNIT

Dispensary Clerk
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
pplies should be ranged for ease handling and to cilitate inventory.	Layout of supplies in dispensary Efficient arrangement Equipment Products Labeling Functions of dispensary Importance of dispensary Supplies and equipment necessary for a functional dispensary Dispensary rules	List products necessary for a dispensary List, along with primary use of each, small tools and equipment required in a dispensary Arrange dispensary supplies according to need	Pamphlets on tools, products and equipment to be issued from dispensary Chart supplies in dispensary Instruction sheets

5

SALON MANAGEMENT
UNIT

Dispensary Clerk
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Attitude of Dispensary Clerk	The rapport of those in the salon is greatly enhanced by a pleasant dispensary clerk.	Voice control Practice Service to others Display self-control Correct manners Pleasant attitude Courtesy Tone of voice Anticipate the needs of students or operators	Dramatize role of dispensary clerk worki with others in lab

SALON MANAGEMENT
UNIT

Dispensary Clerk
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
The rapport of those in the salon is greatly enhanced by a pleasant dispensary clerk.	Voice control Practice Service to others Display self-control Correct manners Pleasant attitude Courtesy Tone of voice Anticipate the needs of students or operators	Dramatize role of dispensary clerk working with others in lab	

SALON MANAGEMENT
UNIT

Dispensary Clerk
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Sanitation	A clean dispensary is mandatory for sanitation and for promoting good health.	Good housekeeping habits Sanitizing of tools and equipment Techniques of cleaning the dispensary Bacteriology Sanitary codes Method of sanitizing How disease is spread and how a cosmetologist can aid in prevention of the spread of disease	Set up sanitizing equipment Evaluate cleanliness of school salon and duties of the dispensary clerk

SALON MANAGEMENT
UNIT

Dispensary Clerk
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
clean dispensary is andatory for sanitaion and for promoting ood health.	Good housekeeping habits Sanitizing of tools and equipment Techniques of cleaning the dispensary Bacteriology Sanitary codes Method of sanitizing How disease is spread and how a cosmetologist can aid in prevention of the spread of disease	Set up sanitizing equipment Evaluate cleanliness of school salon and duties of the dispensary clerk	Broom Dust pan Waste basket Virginia State Board of Registered Professional Hairdressers: Rules and Regulations (Department of Professional Occupational Registration) Virginia State Board of Registered Professional Hairdressers: Chapter 6.1 of Title 54, Code of Virginia (Department of Professional Occupational Registration) Local health nurse

SALON MANAGEMENT

UNIT

Dispensary Clerk

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Sanitation (Continued)			
	Thoughtful arrangement of materials saves time and money.	Preparation of service tray Correct arrangement Needed supplies	Discuss loss of income in salon due to waste of time, labor and supplies Discuss the value of a profitable salon to both employer and employee

SALON MANAGEMENT
UNIT
Dispensary Clerk
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Thoughtful arrangement of materials saves time and money.	Preparation of service tray Correct arrangement Needed supplies	Discuss loss of income in salon due to waste of time, labor and supplies Discuss the value of a profitable salon to both employer and employee	Service tray Measuring cups Spatula

SALON MANAGEMENT
UNIT

Dispensary Clerk
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Prepare Supplies	Concentrates must be correctly mixed for economic reasons and to maintain their efficiency.	Preparation of solutions Shampoos Setting lotions Rinses Sanitizing Labeling of all supplies Supplies used daily Location of bulk products Storage of chemicals Safety precautions Effects of temperature Flammable materials Weights and measures Dry measures Liquid measures Ratio and proportion	Check labels against content of containers List safety rules and regulations for dispensary Fill jars and bottles and apply labels Prepare report on basic measurements and importance of weights and measures

SALON MANAGEMENT
UNIT

Dispensary Clerk
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ncentrates must be rrectly mixed for onomic reasons and to intain their effi-ency.	Preparation of solutions Shampoos Setting lotions Rinses Sanitizing Labeling of all supplies Supplies used daily Location of bulk products Storage of chemicals Safety precautions Effects of temperature Flammable materials Weights and measures Dry measures Liquid measures Ratio and proportion	Check labels against content of containers List safety rules and regulations for dispensary Fill jars and bottles and apply labels Prepare report on basic measurements and importance of weights and measures	Pamphlets from manufacturers Labels Containers Funnel Mixing spoon Variety of measuring tools

SALON MANAGEMENT
UNIT

Dispensary Clerk
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Maintain Inventory	An inventory must be maintained for efficient operation.	Checking supplies Inventory record keeping system that is simple and effective Type of inventory Daily Weekly Monthly Values of inventory Filing systems Record card Release forms Inventory record Retail sales	Devise a simple method of keeping a continuous inventory Set up a mock filing system

SALON MANAGEMENT
UNIT

Dispensary Clerk
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
inventory must be ntained for icient operation.	Checking supplies Inventory record keeping system that is simple and effective Type of inventory Daily Weekly Monthly Values of inventory Filing systems Record card Release forms Inventory record Retail sales	Devise a simple method of keeping a continuous inventory Set up a mock filing system	Sample inventory sheets Teacher from business department to explain a simple operational inventory system File boxes Record cards Release forms Sales slips

SALON MANAGEMENT
UNIT

Receptionist
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Receptionist	Your first impression is your best impression	Greeting patron Areas of emphasis Voice Attitude Poise Dress Chewing gum Smoking How to handle appointment book Correct time of appointments Good telephone habits Write all information correctly Verify patron's request	Act as receptionist to greet patrons coming into salon On pages from appointment book, practice making appointments for operator Through use of teletrainer, class will cal each other for appointments

SALON MANAGEMENT
UNIT

Receptionist
DIVISION

Concept	**Teacher Presentation**	**Student Activity**	**Teaching Aids**
r first impression your best impression	Greeting patron	Act as receptionist to greet patrons coming into salon	Telephone
	Areas of emphasis		
	Voice	On pages from appointment book, practice making appointments for operator	Appointment book
	Attitude		Telephone representative and tele-trainer
	Poise		
	Dress	Through use of tele-trainer, class will call each other for appointments	
	Chewing gum		
	Smoking		
	How to handle appointment book		
	Correct time of appointments		
	Good telephone habits		
	Write all information correctly		
	Verify patron's request		

SALON MANAGEMENT
UNIT

Receptionist
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Display Items	An attractive display counter is the drawing card.	How to place items in attractive position How to develop business and sales abilities	Create an attractive display Set a good example of what you are selling (look the part)
Complaints	Knowing how to handle complaints with tact is essential.	Handling complaints at the desk and on the telephone Tactfulness	Play role of receptionist and then, dissatis patrons

SALON MANAGEMENT

UNIT

Receptionist

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
attractive display unter is the wing card.	How to place items in attractive position How to develop business and sales abilities	Create an attractive display Set a good example of what you are selling (look the part)	Counter top Cosmetics Advertisements
owing how to handle mplaints with tact essential.	Handling complaints at the desk and on the telephone Tactfulness	Play role of receptionist and then, dissatisfied patrons	

SALON MANAGEMENT
UNIT

Receptionist
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Sales and Services	A sales slip is your best record.	Using sales slips Recording all information Importance of selling extra services and products Rules and procedures on charge systems	Prepare sales talk on product Practice selling prod to other students Practice making cash sales slips, making sales slips for charge accounts and procedures and operations involving charge plates

SALON MANAGEMENT
UNIT

Receptionist
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
A sales slip is your best record.	Using sales slips Recording all information Importance of selling extra services and products Rules and procedures on charge systems	Prepare sales talk on a product Practice selling product to other students Practice making cash sales slips, making sales slips for charge accounts and procedures and operations involving charge plates	Sales slips Charge account cards Products Guest speaker on charge system Charge plates

SALON MANAGEMENT
UNIT

Salon Manager
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Organization	Organization is essential for a profitable business.	Ordering supplies Trade discounts Package deals Amounts to be ordered Appointment book Salon appearance and condition Methods of payment Supplies	Prepare supply order fo one month, considering such items as: discou deals, quantities, taxes, and shipping charges
		Personnel Receptionist Dispensary clerk Operators	Role play the ideal operator-patron relationship
	Pleasant working conditions result from interpersonal relationships.	Shop ethics Cooperation among co-workers, patrons and manager	

SALON MANAGEMENT
UNIT

Salon Manager
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ganization is sential for a profit- le business.	Ordering supplies	Prepare supply order for one month, considering such items as: discounts, deals, quantities, taxes, and shipping charges	Catalogues
	Trade discounts		Order forms
	Package deals		Envelopes
	Amounts to be ordered		Deal sheets
	Appointment book		Brochures
	Salon appearance and condition		
	Methods of payment		
	Supplies		
	Personnel Receptionist Dispensary clerk Operators	Role play the ideal operator-patron relationship	
leasant working nditions result om interpersonal lationships.	Shop ethics Cooperation among co-workers, patrons and manager		

SALON MANAGEMENT

UNIT

Salon Manager

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Salon Retailing	Retail selling increases salon income.	Purpose Source of commission Service to patrons Added income Location Reception room Show cases Styling areas Four basic categories Hair care products Hair sprays Conditioners Shampoos Setting lotions Sundries Hairbrushes Combs Rollers Clippies Pins	Set up different display areas

SALON MANAGEMENT
UNIT

Salon Manager
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Retail selling increases salon income.	Purpose Source of commission Service to patrons Added income Location Reception room Show cases Styling areas Four basic categories Hair care products Hair sprays Conditioners Shampoos Setting lotions Sundries Hairbrushes Combs Rollers Clippies Pins	Set up different display areas	Hair care products Brushes Combs Hair pins Bobby pins Clips

SALON MANAGEMENT
UNIT
Salon Manager
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Salon Retailing (Continued)		Botique Items Satin pillows Weather caps Sleep caps Seasonal toys Cosmetics	
Window Displays	Visual displays should be attractive and persuasive.	Pictures Signs Cosmetics Materials Proportion and balance Frequency of change Advantages Correct display arrangement Care of cosmetics	Prepare shadow box display and apply art principles discussed in class Practice setting up window displays

SALON MANAGEMENT

UNIT

Salon Manager

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Botique Items Satin pillows Weather caps Sleep caps Seasonal toys		Botique items
	Cosmetics		Variety of cosmetics
sual displays should attractive and rsuasive.	Pictures Signs Cosmetics Materials Proportion and balance Frequency of change Advantages	Prepare shadow box display and apply art principles discussed in class	Window display materials
	Correct display arrangement Care of cosmetics	Practice setting up window displays	Styling pictures Signs Cosmetics

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SALON MANAGEMENT

UNIT

Salon Manager

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Bookkeeping	Ignorance of the law is no excuse for its violation; books must be kept in order.	Payroll Salary Commission Tax deductions Social security Sales tax Quarterly returns	Prepare sample payroll and envelope showing gross pay, commissions, deductions, and net pay Discuss highlights of speaker's main points
		Cash register operations Placing and removing cash register tape Collecting Making change Balancing	Make change Record retail sales Record services

SALON MANAGEMENT

UNIT

Salon Manager

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
orance of the law is excuse for its lation; books must kept in order.	Payroll Salary Commission Tax deductions Social security Sales tax Quarterly returns	Prepare sample payroll and envelope showing gross pay, commissions, deductions, and net pay Discuss highlights of speaker's main points	Bookkeeping book Payroll envelopes Quarterly returns Speaker from Internal Revenue Service
	Cash register operations Placing and removing cash register tape Collecting Making change Balancing	Make change Record retail sales Record services	

SALON MANAGEMENT

UNIT

Salon Manager

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Ethics	Ethical practices can increase business and build confidence.	Code of Ethics Build and maintain good reputation Fulfill all obligations Loyalty to employees Courteous and fair treatment to all Obey all rules and regulations Professional organizations	List and discuss ethical and unethical practices

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SALON MANAGEMENT
UNIT

Salon Manager
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
hical practices can crease business and ild confidence.	Code of Ethics Build and maintain good reputation Fulfill all obligations Loyalty to employees Courteous and fair treatment to all Obey all rules and regulations Professional organizations	List and discuss ethical and unethical practices	Cosmetology Code of Ethics Speaker from local hairdressers' association Standard Textbook of Cosmetology (Kibbe)

SALON MANAGEMENT
UNIT
Salon Owner
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Opening a Salon	Careful planning is essential when opening a salon.	Individual ownership Full responsibility Independence Partnership--shared responsiblity Corporation Advantages and disadvantages of each type of ownership Capital Investment Amount available Amount required Down payment Interest payment Mortgages	Discuss advantages a disadvantages of each type of ownership, cost of opening a salon, and methods o acquiring capital

SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
areful planning is ssential when opening salon.	Individual ownership Full responsibility Independence Partnership--shared responsiblity Corporation Advantages and disadvantages of each type of ownership Capital Investment Amount available Amount required Down payment Interest payment Mortgages	Discuss advantages and disadvantages of each type of ownership, cost of opening a salon, and methods of acquiring capital	Salon blueprints

SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Interior of Salon	Owners personality should be reflected in the interior.	Shop layout and design Reception area Dispensary Drying area Manicure tables Styling area Work area Color Cold waving Facial Sinks Restrooms Efficiency of layout Pleasant atmosphere Color psychology	Check trade journals for layouts in color; then compare and evaluate Visit local salon an observe and report o Layout Color scheme Atmosphere Operating hours Personalities Personnel

SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
rs personality ld be reflected he interior.	Shop layout and design Reception area Dispensary Drying area Manicure tables Styling area Work area Color Cold waving Facial Sinks Restrooms Efficiency of layout Pleasant atmosphere Color psychology	Check trade journals for layouts in color; then compare and evaluate Visit local salon and observe and report on Layout Color scheme Atmosphere Operating hours Personalities Personnel	Sample of salon layout Trade journals

SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Lighting	Lighting can create mood as well as reveal true hair color.	How lighting can affect hair color Natural light Artificial light Need for special lighting in various areas Reception area Work area Dispensary	Observe different hair colors under different lighting
Plumbing	Good plumbing can save time, money and annoyance.	Licensed plumber to install proper plumbing for Booths Sinks Supply rooms Rest rooms	Prepare a report on State Laws regulating plumbing and rest room requirements

SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ighting can create ood as well as reveal rue hair color.	How lighting can affect hair color Natural light Artificial light Need for special lighting in various areas Reception area Work area Dispensary	Observe different hair colors under different lighting	Natural light Artificial light
ood plumbing can save ime, money and nnoyance.	Licensed plumber to install proper plumbing for Booths Sinks Supply rooms Rest rooms	Prepare a report on State Laws regulating plumbing and rest room requirements	

SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Salon Location	A desirable location will yield more income.	Shop location Population Nearness to shopping center Parking space available Average income of community Size of space available Transportation facilities Zoning laws	Report on a desirabl location and reason for selecting
Personnel	The hiring of personnel requires keen judgement.	Evaluation of Ability Experience Recommendations Appearance Personality Personal habits	Role play to show desirable qualities undesirable qualitie when applying for a job

SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
desirable location ll yield more income.	Shop location Population Nearness to shopping center Parking space available Average income of community Size of space available Transportation facilities Zoning laws	Report on a desirable location and reason for selecting	Map of city or county Standard Textbook of Cosmetology (Kibbe)
he hiring of ersonnel requires een judgement.	Evaluation of Ability Experience Recommendations Appearance Personality Personal habits	Role play to show desirable qualities and undesirable qualities when applying for a job	Pictures Manicurist Stylist Colorist Receptionist

SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Equipment	The cheapest equipment is not always the most economical.	Equipment Purchasing price Upkeep Depreciation Overhead Licenses Cost of space Salaries Utilities Telephone Heat Electricity Water Insurance Advertising Services Supplies Linen Custodial Taxes	Discuss salaries Operators Manicurists Shampooist Visit supply house

SALON MANAGEMENT
UNIT

Salon Owner
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
cheapest equipment not always the t economical.	Equipment Purchasing price Upkeep Depreciation Overhead Licenses Cost of space Salaries Utilities Telephone Heat Electricity Water Insurance Advertising Services Supplies Linen Custodial Taxes	Discuss salaries Operators Manicurists Shampooist Visit supply house	Catalogs of distributors and manufacturers of beauty salon equipment Speaker from supply dealership

SALON MANAGEMENT
UNIT

Salon Owner
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Supplies	Dissatisfied patrons and wasted money will result from inferior supplies.	Purchasing supplies Dealer Delivery Manner of payment Discounts and percentages	Compare prices and quality of supplies from different catalogs
Operating Hours	Efficiency will be increased with regular hours.	Business Hours Hours of other salons Clientele Location	Check hours in Local salons Local stores Offices Shopping centers Compare differences in hours and give reasons for differen

SALON MANAGEMENT
UNIT

Salon Owner
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ssatisfied patrons d wasted money ll result from ferior supplies.	Purchasing supplies Dealer Delivery Manner of payment Discounts and percentages	Compare prices and quality of supplies from different catalogs	
fficiency will be creased with regular urs.	Business Hours Hours of other salons Clientele Location	Check hours in Local salons Local stores Offices Shopping centers Compare differences in hours and give reasons for differences	Newspaper ads Hours Days closed

SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Price of Services	Overhead and quality of services should be considered.	Determining Prices Overhead Competition Location Average income Quality and service How to prepare price lists Types Forms	Relate personal experie dealing with charges, services, and average prices

SALON MANAGEMENT
UNIT
Salon Owner
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
erhead and quality services should be nsidered.	Determining Prices Overhead Competition Location Average income Quality and service How to prepare price lists Types Forms	Relate personal experiences dealing with charges, services, and average prices	Prices Rural area City area

SALON MANAGEMENT
UNIT

Salon Owner
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Salaries	The earning power of an operator depends upon the quality of workmanship, experience and personality.	Salaries are determined by Ability to practice Experience of operator Supply and demand Manner of compensation Commission Gratuities How and why one operator may earn more than others Extra sales Quality of work Booking Local, State and Federal laws Licenses Operator Salon Health codes Zoning regulations	Review want-ad sectio of local newspapers Select five ads requesting the services of a beautician Note salary and/or commission offered List requirements for an operator's license List licenses necessa to operate a beauty salon List names and addresses of agencies which grant the above licenses

SALON MANAGEMENT
UNIT

Salon Owner
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
he earning power of n operator depends pon the quality of orkmanship, experience nd personality.	Salaries are determined by Ability to practice Experience of operator Supply and demand Manner of compensation Commission Gratuities How and why one operator may earn more than others Extra sales Quality of work Booking Local, State and Federal laws Licenses Operator Salon Health codes Zoning regulations	Review want-ad sections of local newspapers Select five ads requesting the services of a beautician Note salary and/or commission offered List requirements for an operator's license List licenses necessary to operate a beauty salon List names and addresses of agencies which grant the above licenses	Copies of local State and Federal laws Newspaper ads Help-wanted ads

SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Banking	Banking is essential to every profitable business.	Bank loans Time Interest rates Bank accounts Deposits Withdrawals Principal Interest	Discuss with bank representative Rates Mortgages Practice check writing and depositing and withdrawing funds

SALON MANAGEMENT
UNIT

Salon Owner
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
anking is essential o every profitable usiness.	Bank loans Time Interest rates	Discuss with bank representative Rates Mortgages	Representative from local bank
	Bank accounts Deposits Withdrawals	Practice check writing and depositing and withdrawing funds	Checks Deposit slips Withdrawal slips
	Principal		
	Interest		

SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Insurance	There is an insurance policy to cover every need.	Liability Malpractice Insurance Fire and burglary Social Security Unemployment Insurance Workmen's Compensation Insurance Disability insurance Insurance application forms	Discuss policies available, amount of coverage, and protection Complete application form

SALON MANAGEMENT
UNIT
Salon Owner
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
here is an insurance olicy to cover every eed.	Liability Malpractice Insurance Fire and burglary Social Security Unemployment Insurance Workmen's Compensation Insurance Disability insurance Insurance application forms	Discuss policies available, amount of coverage, and protection Complete application form	Representative from local insurance company Handouts (insurance)

SALON MANAGEMENT
UNIT

Salon Owner
DIVISION

Title	**Concept**	**Teacher Presentation**	**Student Activity**
Advertising	Advertising is good business.	Natural advertising Personality Attitude Quality of work Atmosphere Hygienic habits Satisfied patron	Act as patron and show how dissatisfied patron can hurt business
		Printed advertising Newspaper Signs Formal letters Post cards Hand bills Yellow pages Phone book Posters Bill boards	Prepare list of local salon advertising from yellow pages; then compare and evaluate advertisements
		Other advertising Radio Telephone Television	

SALON MANAGEMENT
UNIT

Salon Owner
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
rtising is good ness.	Natural advertising Personality Attitude Quality of work Atmosphere Hygienic habits Satisfied patron	Act as patron and show how dissatisfied patron can hurt business	Cosmetology: The Keystone Guide to Beauty Culture (Colletti)
	Printed advertising Newspaper Signs Formal letters Post cards Hand bills Yellow pages Phone book Posters Bill boards	Prepare list of local salon advertising from yellow pages; then compare and evaluate advertisements	Newspaper Telephone directory
	Other advertising Radio Telephone Television		

SALON MANAGEMENT
UNIT

Salon Owner
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Advertising (Continued)		Advertisement should concentrate on big ideas but have only one main thought -- be brief and never exaggerate	Prepare advertisement for newspaper using art work (judging to be done by local salon owner)

SALON MANAGEMENT
UNIT

Salon Owner
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Advertisement should concentrate on big ideas but have only one main thought -- be brief and never exaggerate	Prepare advertisement for newspaper using art work (judging to be done by local salon owner)	Poster board Felt marker Color pencils Art eraser Paints Brushes Scissors Rubber cement Letter stencils Ruler Construction paper

SALON MANAGEMENT

UNIT

Salon Management Seminars

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Personal Characteristics	You never get a second chance to make a good first impression.	Style show Personality Appearance Voice Courtesy You, as an individual Hair styles in relation to clothes	Serve as Models Ushers Hostesses Style hair of show participants Make advertising posters Make announcement of style show using public address system Send invitations to selected individuals Arrange the stage

SALON MANAGEMENT
UNIT

Salon Management Seminars
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ou never get a second hance to make a good irst impression.	Style show Personality Appearance Voice Courtesy You, as an individual Hair styles in relation to clothes	Serve as Models Ushers Hostesses Style hair of show participants Make advertising posters Make announcement of style show using public address system Send invitations to selected individuals Arrange the stage	Fashion coordinator from department store Clothes Poster board Felt marker Stage props Furniture Microphone Podium Flowers Music

SALON MANAGEMENT
UNIT

Salon Management Seminars
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Professionalism	One of the best ways to keep abreast of new trends is to hold membership in professional organizations.	Advantages of membership in professional organizations Local State National Current trends in hairstyling	Conduct mock association meeting Evaluate meeting

SALON MANAGEMENT
UNIT

Salon Management Seminars
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
e of the best ways keep abreast of new ends is to hold mbership in profes- onal organizations.	Advantages of membership in professional organizations Local State National Current trends in hairstyling	Conduct mock association meeting Evaluate meeting	Charts showing benefits of membership Speaker--President of local professional affiliate

SALON MANAGEMENT
UNIT

Salon Management Seminars
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Individual Responsibilities	Fruitful endeavor and ethical behavior are foundations for a happy life.	Obligations of employees Efficient work Punctuality Dependability Loyalty Integrity Ethics	Prepare a report on "What I Would Contribu to a Job and What I Would Expect in Retur
		Obligations of employer Observing laws Providing pleasant and adequate work facilities Making current trends available Providing information on new products and methods	Participate in round table discussion on resume of speaker's talk

SALON MANAGEMENT
UNIT

Salon Management Seminars
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Fruitful endeavor and ethical behavior are foundations for a happy life.	Obligations of employees Efficient work Punctuality Dependability Loyalty Integrity Ethics	Prepare a report on "What I Would Contribute to a Job and What I Would Expect in Return"	Guest speaker (owner of a progressive beauty salon)
	Obligations of employer Observing laws Providing pleasant and adequate work facilities Making current trends available Providing information on new products and methods	Participate in round table discussion on resume of speaker's talk	

SALON MANAGEMENT
UNIT

Salon Management Seminars
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Employer-employee Relations	A calm atmosphere results from good employee-employer relationships.	Conversations between employer and employee	Participate in employer and employee conversation
Satisfactory Services	Good attitudes and efficient service are mandatory for success.	Attitudes Services	
Sales Psychology	Individuals in salons are more productive if they practice sales psychology.	Greeting the patron Courtesy and respect Appreciation and concern	Practice greeting a patron

SALON MANAGEMENT
UNIT
Salon Management Seminars
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
calm atmosphere re- lts from good employee-ployer relationships.	Conversations between employer and employee	Participate in employer and employee conversation	The Van Dean Manual (Milady)
d attitudes and ficient service are datory for success.	Attitudes Services		
ividuals in salons more productive if y practice sales chology.	Greeting the patron Courtesy and respect Appreciation and concern	Practice greeting a patron	

SALON MANAGEMENT
UNIT

Salon Management Seminars
DIVISION

Title	**Concept**	**Teacher Presentation**	**Student Activity**
Licenses and Certificates	A professional cosmetologist is required to display her license.	Discussion Licenses required in Virginia Operator Clinic Permit Graduates may secure temporary licenses while waiting to take State Board Examination. All states differ as to licensing requirements	Observe and report on licenses and certificates displayed in loca salons
State Laws	State laws should be observed.	Cosmetology Laws Background Purpose Virginia Laws and Regulations Entrance requirements Public and private schools Licensing	

SALON MANAGEMENT
UNIT

Salon Management Seminars
DIVISION

Concept	**Teacher Presentation**	**Student Activity**	**Teaching Aids**
professional cosmeto-ogist is required to isplay her license.	Discussion Licenses required in Virginia Operator Clinic Permit Graduates may secure temporary licenses while waiting to take State Board Examination. All states differ as to licensing requirements	Observe and report on licenses and certificates displayed in local salons	Copy of Virginia licenses
tate laws should be bserved.	Cosmetology Laws Background Purpose Virginia Laws and Regulations Entrance requirements Public and private schools Licensing		*Virginia State Board of Registered Professional Hairdressers: Rules and Regulations* (Dept. of Professional Occupational Registration *Virginia State Board of Professional Hairdressers: Chapter 6.1 of Title 5.4, Code of Virginia* (Dept. of Professional and Occupational Registration)

SHAMPOOS AND COLORLESS RINSES

General Concept

A good shampoo has a psychological and hygenic effect. It provides the stimulation of a massage and gives the patron a satisfied and relaxed feeling. A patron's scalp and hair should be free of dandruff and dirt to maintain a healthy and lustrous appearance. A shampoo properly given assures repeat business.

The colorless rinse is an important accessory to a professional shampoo. Soaps, tints, bleaches, and hard water deprive the hair of natural luster, and make it unmanageable and/or leave it extremely dry.

Material in this unit deals with the nature and effects of rinses and shampoos selected to fit each patrons needs.

Objectives

To develop an understanding of the chemical differences of shampoos and the importance of these differences upon the texture and porosity of hair.

To develop professional skill in shampoo procedures.

To develop skill in the application of colorless rinses.

To gain a knowledge of the importance of colorless rinses and their uses.

To develop an awareness of work habits and the patrons needs, such as a clean scalp, relaxed feeling, and desire for further services.

SHAMPOOING AND COLORLESS RINSING
UNIT

Shampoos
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Preparation For a Shampoo	The comfort of the patron is vitally important.	Preparation of a patron Removal of jewelry Placement of neckstrip Adjustment of cape Brushing Protection of patron's clothing and jewelry Patron's preference to temperature of water Shampoo chair adjustment Benefits of brushing Safety precautions	Practice preparing patron using as a model another student Practice adjusting chair

SHAMPOOING AND COLORLESS RINSING
UNIT

Shampoos
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
The comfort of the patron is vitally important.	Preparation of a patron Removal of jewelry Placement of neckstrip Adjustment of cape Brushing Protection of patron's clothing and jewelry Patron's preference to temperature of water Shampoo chair adjustment Benefits of brushing Safety precautions	Practice preparing patron using as a model another student Practice adjusting chair	Towel Caps Comb Brush Neckstrip

SHAMPOOING AND COLORLESS RINSING

UNIT

Shampoos

DIVISION

Title	**Concept**	**Teacher Presentation**	**Student Activity**
Basic Shampoo	Shampooing cleans the hair and scalp.	Diluting shampoo concentrate Testing for acidity and alkalinity Applying shampoo Manipulations Rinsing methods Proper handling of spray nozzle Types of soap concentrates pH scale Chemistry of shampoos Proper stance Maintaining the health of the hair and scalp	Check various propertie of different shampoos Arrange supplies at station Label shampoos Shampoo model's hair Test for pH factor

SHAMPOOING AND COLORLESS RINSING

UNIT

Shampoos

DIVISION

Concept	**Teacher Presentation**	**Student Activity**	**Teaching Aids**
Shampooing cleans the hair and scalp.	Diluting shampoo concentrate Testing for acidity and alkalinity Applying shampoo Manipulations Rinsing methods Proper handling of spray nozzle Types of soap concentrates pH scale Chemistry of shampoos Proper stance Maintaining the health of the hair and scalp	Check various properties of different shampoos Arrange supplies at station Label shampoos Shampoo model's hair Test for pH factor	Litmus paper Comb Shampoo concentrate Neckstrip Brush pH Chart

SHAMPOOING AND COLORLESS RINSING
UNIT

Shampoos
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Sanitation	Sanitize every day to keep the germs away.	Sanitation of shampoo bowl, comb, and brush Procedures for mixing disinfectants Safety rules Different sterilization methods Preparation of sanitizer Public health laws	Examine unsanitized implements under microscope Sanitize these implements and then note the difference of their appearance under the microscope Prepare three differen brands of disinfectant

SHAMPOOING AND COLORLESS RINSING
UNIT

Shampoos
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
anitize every day to eep the germs away.	Sanitation of shampoo bowl, comb, and brush Procedures for mixing disinfectants Safety rules Different sterilization methods Preparation of sanitizer Public health laws	Examine unsanitized implements under microscope Sanitize these implements and then note the difference of their appearance under the microscope Prepare three different brands of disinfectants	Disinfectant solutions Electric sterilizer Wet sanitizer Microscope Dry sanitizer Virginia State Board of Registered Professional Hairdressers: Rules and Regulations (Dept. of Professional and Occupational Registration)

SHAMPOOING AND COLORLESS RINSING
UNIT

Shampoos
DIVISION

Title	**Concept**	**Teacher Presentation**	**Student Activity**
Shampoos	Shampoos are preparations for cleaning the scalp and hair	Uses of Oil shampoo Cream shampoo Egg shampoo Cost of shampoos per gallon pH scale chemistry	Students shampoo each other Make chart on 20 different commercial shampoos, listing company and purpose for which it is to be used

SHAMPOOING AND COLORLESS RINSING
UNIT

Shampoos
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
hampoos are prepara- ions for cleaning he scalp and hair	Uses of Oil shampoo Cream shampoo Egg shampoo Cost of shampoos per gallon pH scale chemistry	Students shampoo each other Make chart on 20 different commercial shampoos, listing company and purpose for which it is to be used	Shampoos Cape Towel Brush pH chart

SHAMPOOING AND COLORLESS RINSING

UNIT

Shampoos

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Liquid Dry Shampoo	A dry shampoo is a time saver.	Application of liquid dry shampoo Different types of commercial dry shampoo Use Illness Lack of time Hospital equipment Table of measures	Clean the hair and scalp of any other student with a liquid dry shampoo Arrange student's hair with air-comb Use table of measureme

SHAMPOOING AND COLORLESS RINSING
UNIT

Shampoos
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
A dry shampoo is a time saver.	Application of liquid dry shampoo Different types of commercial dry shampoo Use Illness Lack of time Hospital equipment Table of measures	Clean the hair and scalp of any other student with a liquid dry shampoo Arrange student's hair with air-comb Use table of measurements	Liquid Dry shampoos Shampoo cape Commercial dry shampoo Brush Towel Neckstrip

SHAMPOOING AND COLORLESS RINSING
UNIT

Colorless Rinses
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Acid Rinse	Soap curds dull the hair.	Preparation and application of rinses Vinegar Lemon Citric acid crystals Effects of rinses on hair Water softening procedure Acetic acids strengthen hair shaft	Bring to class samples of hard an soft water for mineral test Analyze the effect of rinses on hair and make a chart

SHAMPOOING AND COLORLESS RINSING
UNIT

Colorless Rinses
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
oap curds dull the air.	Preparation and application of rinses Vinegar Lemon Citric acid crystals Effects of rinses on hair Water softening procedure Acetic acids strengthen hair shaft	Bring to class samples of hard and soft water for mineral test Analyze the effects of rinses on hair and make a chart	Vinegar Lemon Citric acid Standard Textbook of Cosmetology (Kibbe)

SHAMPOOING AND COLORLESS RINSING
UNIT

Colorless Rinses
DIVISION

Title	**Concept**	**Teacher Presentation**	**Student Activity**
Reconditioning Rinses	Abused hair needs care.	Application of protein rinse on model Medicated rinses Creme rinses on model Effects of protein on the hair Composition of rinses Advantages of using rinses	Develop a sales appro for reconditioning rinses Observe effects of rinses Test acidity of two rinses Collect five ads from trade journals or local newspapers on conditioning rinses for comparison

SHAMPOOING AND COLORLESS RINSING

UNIT

Colorless Rinses

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
bused hair needs care.	Application of protein rinse on model Medicated rinses Creme rinses on model Effects of protein on the hair Composition of rinses Advantages of using rinses	Develop a sales approach for reconditioning rinses Observe effects of rinses Test acidity of two rinses Collect five ads from trade journals or local newspapers on conditioning rinses for comparison	Protein rinses Trade journals Magazines Newspapers Model Litmus paper Standard Textbook of Cosmetology (Kibbe)

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